

# Essential Windows 8

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# Essential Windows 8

## Secrets & Hacks

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# Welcome



If you're looking at getting a new PC right now, here's a fact: Windows 8 will be installed on it, so if you're coming from a Windows 7 machine, or perhaps even older, the new look and feel of the operating system might come as a little bit of a

surprise. But rather than fight change, let's embrace it and make life a little bit more pleasant as well.

*Windows 8: Secrets and Hacks* is the perfect companion in helping you explore all the great features found within Windows 8 and it shows you how to really exploit the operating system to its fullest.

All bases have been covered, so whether you're just looking to find ways of extracting a little bit more juice out of your laptop battery, or learn how to back up all your important documents, videos, music and pictures, I really believe this guide will be your salvation.

There's lots more contained inside, so even if you think you've learned everything there is to know about Windows 8, I bet there's a few more tricks up its sleeve. So read on and discover a better way to use your PC.

**Nicholas Odantzis**  
Editor



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Learn how to bypass the Windows 8 Start screen

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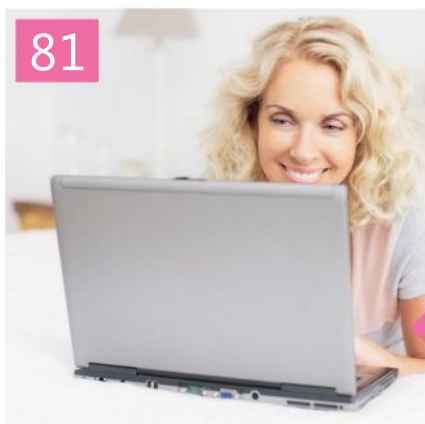




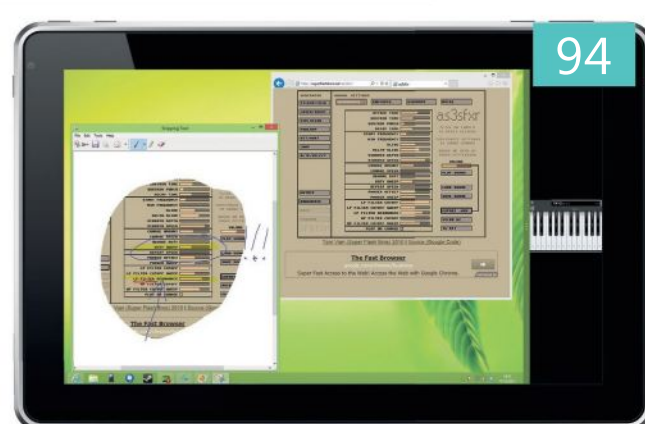
**LOCK IT DOWN**  
Create a crack-proof PC



**KEEPING IT ALL SAFE**  
Improve Internet security for Windows 8



**REACH FOR THE SKY**  
Master SkyDrive and access your files anywhere



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**GET CREATIVE**  
25 more cool things to do with Windows 8

DO THIS NOW...

# Customize Windows 8

Making Windows 8 your own is easier than you'd think

## Get a fresh new Lock screen

If you'd like to change your Lock screen image, press [Win]+[I], or click/tap the Settings charm and go to "Change PC settings." Choose Personalize. You'll then see that you can change your Lock screen image. Choose from one of the default options by clicking one of the pictures shown, or click Browse to look through more images on your PC. You can also define which apps can display their status on the Lock screen from here, although the app must specifically support this before it's accessible from your Personalize settings.

### PC settings

#### Personalize

- Users
- Notifications
- Search
- Share
- General
- Privacy
- Devices
- Wireless
- Ease of Access
- Sync your settings
- HomeGroup
- Windows Update

Lock screen Start screen Account picture



#### Lock screen apps

Choose apps to run in the background and show quick status and notifications, even when your screen is locked.



## Welcome to picture password

Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures you use with it — to create a password that's uniquely yours.

When you've chosen a picture, you "draw" directly on the touchscreen to create a combination of circles, straight lines, and taps. The size, position, and direction of your gestures become part of your picture password.

Choose picture

Cancel



## Make a picture password

One of the coolest options in Windows 8 is to create a picture password, where you choose an image, then draw on it with taps, lines, and circles—only someone who can reproduce this pattern can log on. It works better with a touchscreen, but you can try it with a mouse. Select [Win]+[I] (or go to the Settings charm), then go to "More PC Settings." From the menu options, select "Users > Create a Picture Password." It won't be to everyone's taste, but it is a great new way to log on to your Windows 8 PC (turn to page 92 for a complete guide).



## Personalize your Start screen

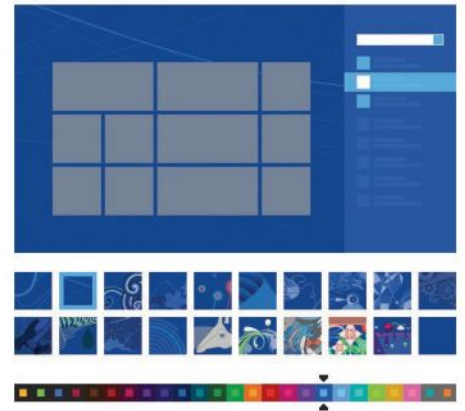
"PC settings > Personalize" is also the way to change the look and color of your Start screen; just select Start screen from the options at the top. From here, you can choose one of the many color themes available—move the slider to the theme you want—and you can also choose a pattern, too. The main picture previews what your Start screen will look like with the changes. The Personalize area is also where you can change your account picture to be whatever you want—it doesn't have to be a boring headshot if you don't want it to be!

## PC settings

### Personalise

Users  
Notifications  
Search  
Share  
General  
Privacy  
Devices  
Wireless  
Ease of Access  
Sync your settings  
HomeGroup  
Windows Update

Lock screen   Start screen   Account picture



## Change the visuals and sounds on your computer

Click a theme to change the desktop background, colour, sounds and screen saver all at once.

### My Themes (1)



### Windows Default Themes (3)



Windows



Earth



Flowers

### Installed Themes (1)



Desktop Background  
Slide Show



Colour  
Automatic

Control Panel Home

Change desktop icons

Change mouse pointers

See also

Display

Taskbar

Ease of Access Center

## Enhance your desktop

You can still customize the desktop as you could in Windows 7. Go to Control Panel and look at the options in "Appearance and Personalization," or right-click on the desktop background and select Personalize. Here, you can change the theme, modify your desktop background, opt for different colors or sounds, and, of course, choose that all-important screensaver from the options available. Should you wish, you can click the "Get more themes online" button to search for more desktop backgrounds—we downloaded a nice cityscape from there.



## 25 TOP TIPS FOR...

# Mastering the desktop

The Windows desktop has been around for 18 years, but if it's new to you, here's how to get comfortable with it

**1** Right-click the Taskbar (the area at the bottom of the desktop, with your running programs on it) and untick "Lock the Taskbar" to open it up for further experimentation.

**2** Once you've unlocked the Taskbar, you can make it bigger to give yourself more space for icons. Just hover your mouse over the top edge until it turns into an arrow cursor, then click and drag to expand or contract the size of the Taskbar.

**3** If the Taskbar is unlocked, click an empty bit of it, then hold and drag it to the screen edge you want it to sit on. If it's locked, use the Taskbar Properties menu to select its location.

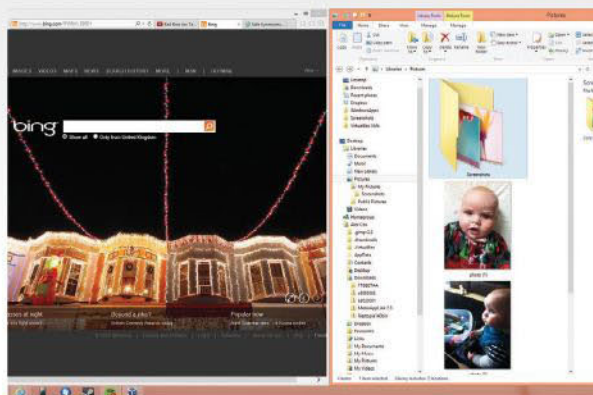
**4** Go back to the Taskbar Properties menu. The "Use Taskbar icons" checkbox enables you to choose how big app icons appear on your desktop.

**5** Use the "Taskbar buttons" menu in Taskbar Properties to choose how icons on your Taskbar are displayed; if you've used Windows XP, try "Combine when Taskbar is full" for a familiar view.

**6** Clicking the up arrow icon on the left of the notification area displays anything that's hidden. You can then click "Customize" to show and hide more notifications and running programs.

**7** Set windows to cascade, and they're arranged on top of each other, with space to click each one and switch between them. Right-click the Taskbar and choose "Cascade windows."

Use the "Show windows stacked" option to quickly rearrange your desktop and see all your open windows





**8** Stacking and side-by-side are useful options for window arrangement—right-click the Taskbar and select the appropriate option. You can also drag your windows to each side of the screen to snap them in place.

**9** Did you know you can launch a new window of any running program by holding [Shift] and clicking its icon on the Taskbar? Well, you can.

**10** Right-click the Taskbar and select “Properties.” There’s an option there to “Auto-hide the Taskbar”—this means you can make the Taskbar roll up out of the way until you move your mouse to the edge of the screen it’s sitting on.

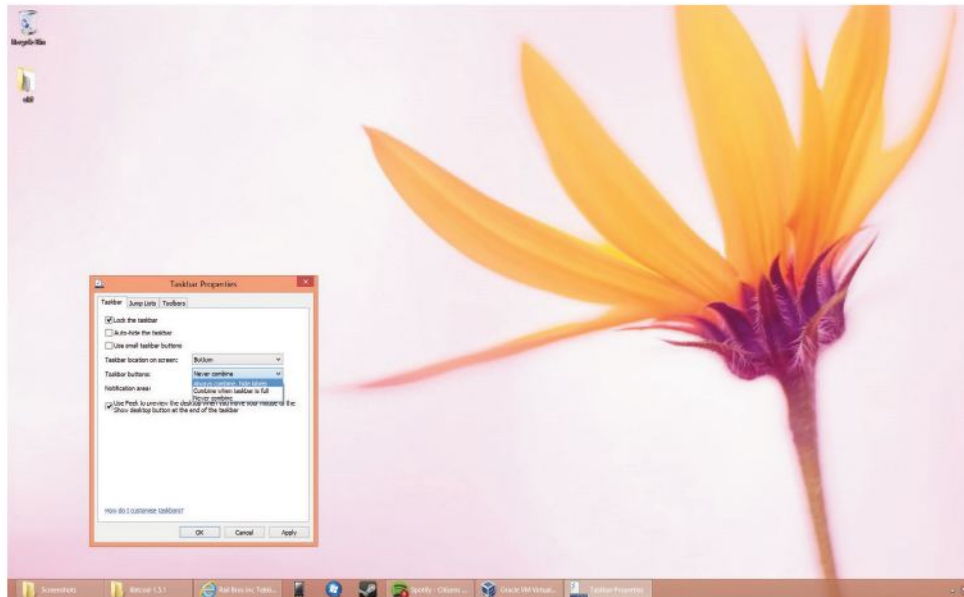
**11** Need to get your hands on the touch keyboard, the Internet Explorer address bar and more? Right-click the Taskbar and add the appropriate toolbar from, yes, the Toolbars menu.

**12** Right-click the Taskbar, highlight “Toolbars” and select “New Toolbar.” Choose a folder on your computer and you get a new icon on the Taskbar that links you straight to its contents.

**13** Right-click the Taskbar and open the Properties menu. Check the box next to the sentence that begins "Use Peek...," click "Apply," and from now on you get a quick glance at the contents of your desktop when you hover your mouse in the bottom-right corner.

**14** Task Manager is a super-useful program that enables you to keep tabs on exactly what's going on with your PC. There are two quick ways to access it: press [Ctrl]+[Shift]+[Esc] together, or right-click the Taskbar and choose the appropriate option. While it's open, you see a new icon in your notification area that gives you an at-a-glance view of your device's performance.

**15** The desktop tends to be a dumping ground for files—files you’re just temporarily storing, files you want to access quickly, files you’ve just downloaded—which means it can quickly get cluttered. Right-click the desktop and select “View > Small Icons” to shrink them down a bit, enabling you to fit more on.



You can change the way icons are displayed on your Taskbar quickly and easily for a truly custom experience

**16** The standard grid for icons keeps everything neat and tidy, but you might want to arrange your icons with more precision. Right-click the desktop, select “View” and uncheck “Align icons to grid,” then you can click and drag to drop them wherever you like.

**17** Don't want icon-arranging precision? Would you prefer Windows 8 to do the job for you? Fine! Checking the option that says "Auto Arrange Icons" under the Desktop View menu forces your icons to a grid. You can still drag them around to rearrange their order, but they automatically snap into place, going from top-left to bottom-right.

**18** Right-click the desktop, go to the “View” menu, and uncheck the option that says “Show Desktop Icons.” All the icons on your desktop disappear, leaving your unsullied desktop wallpaper. Don’t panic, though; your files and folders still exist. They’re just hidden. Open an Explorer window and visit the Desktop folder from there, and you’ll see all your hidden files.

**19** Check out the menu that appears if you right-click the desktop and hover over “Sort by”—it automatically swishes your icons around based on whatever option you choose. This isn’t a permanent change, but bear in mind that it does mess up any nifty arrangements you’ve made previously.

**20** Your desktop is essentially just a folder, and as such you can treat it the same as any other folder on your computer. That means you can create new documents, shortcuts and folders by right-clicking, hovering over “New,” and choosing the appropriate option.

## Quick tips

**21** Would you like more information about the time? By left-clicking on the clock on the Taskbar, you can bring up a more detailed timepiece.

**22** Right-click on the clock, choose “Adjust Date/Time,” and then use the “Additional clocks” tab to add world time to the expanded view you get.

**23** If you move the mouse over to the right-hand side of your screen (or swipe in from the right) you'll be able to see the Modern UI digital clock.

**24** By default, the clock is set automatically, but you can change it manually if you would prefer by right-clicking, selecting “Adjust Date/Time,” and clicking the appropriate button.

**25** You can change the source clock that sets your time for you in “Adjust Date/Time”; use the “Internet Time” tab, and click the button there.

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[EVERY FEATURE EXPLAINED]

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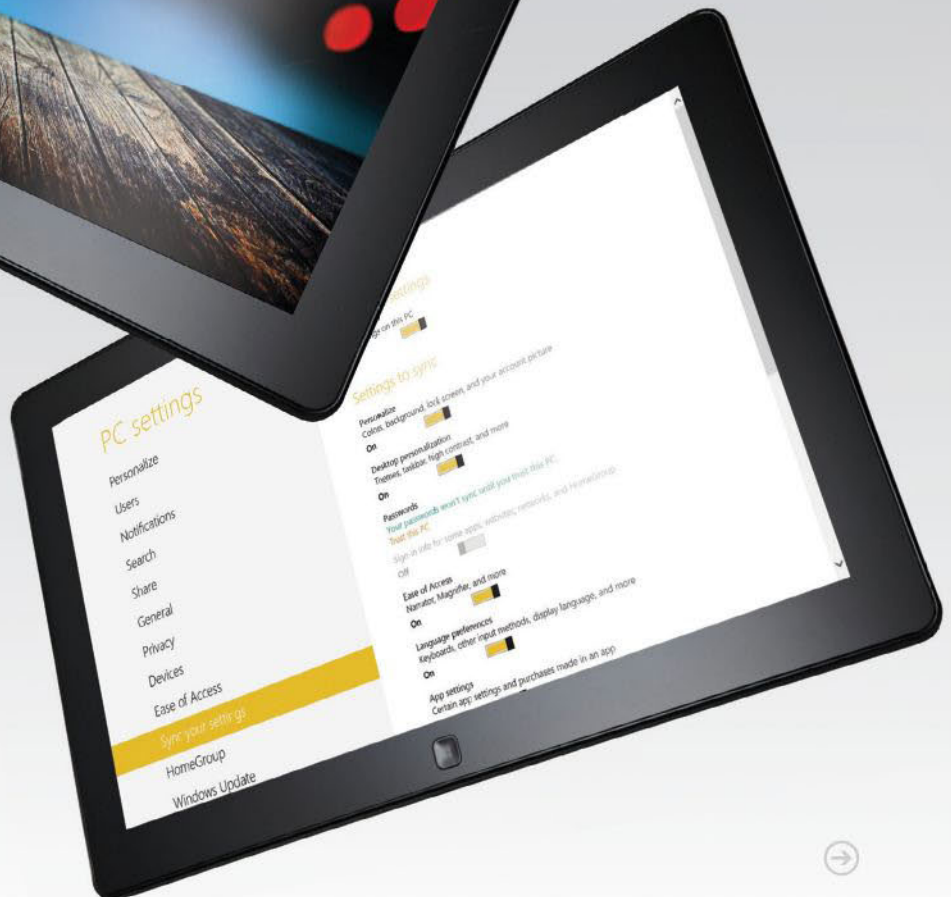
Learn how to...

# Make Windows look amazing!

Windows 8 is ready for your personal touch—  
let's make it look beautiful!

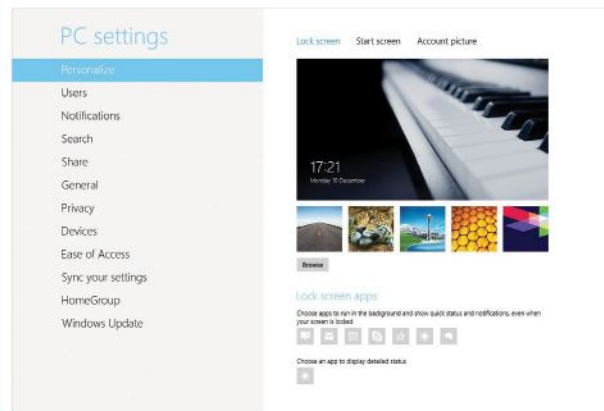


Windows 8 is undoubtedly the best-looking version of the operating system that's ever been made, but that said, it's set to look as plain as possible out of the box, and it doesn't yet have your personal touch added to it. However, it's easy enough to customize the way Windows 8 looks, whether you prefer to use just the Start screen or you want to delve into the familiar scenario of the desktop—with a few clicks of the mouse or taps of the touchscreen, you can alter the way things are displayed to your liking, making it look exactly the way you want it to. We're going to show you the basics of customizing the operating system's looks, and once you've done that, you can really get stuck in and start improving things you didn't even know existed.





## Change the Lock screen



### 1 Unlock its potential

The Lock screen is what you see when your PC first starts up, before you enter the Start screen. It shows an image across the entire screen, and there's a variety of notifications, such as the time and whether you have any new messages. To customize it, open the **Charms** bar, select **Settings**, and then click "Change PC settings."

### 2 Good image

When you open PC settings, you land on the right area of the menu to modify the Lock screen. You'll see the image that's currently selected for the Lock screen—select a new one from below and a preview of it is displayed. Or use a custom image by clicking **Browse** and selecting one from your PC. Make sure it's high resolution.



**Account pic**

To change your pic, go to "Charms > PC settings > Personalize > Account picture" and hit Browse to use one from your PC.

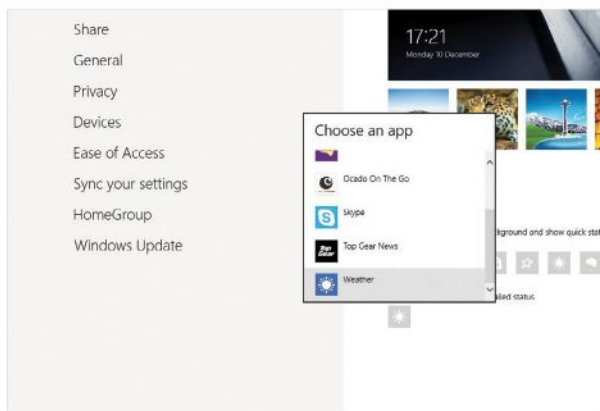
**Jargon buster!**

**Charms**  
Move your mouse to the right-hand side of the screen or swipe in using your finger and you'll see the Windows 8 Charms—you can use these to perform key tasks such as Search and Share.

**Windows Store**  
The new online store from Microsoft, offering a multitude of apps that enable you to add extra functionality to your Windows 8 device. Many of these apps are free to download.

**Organize apps**

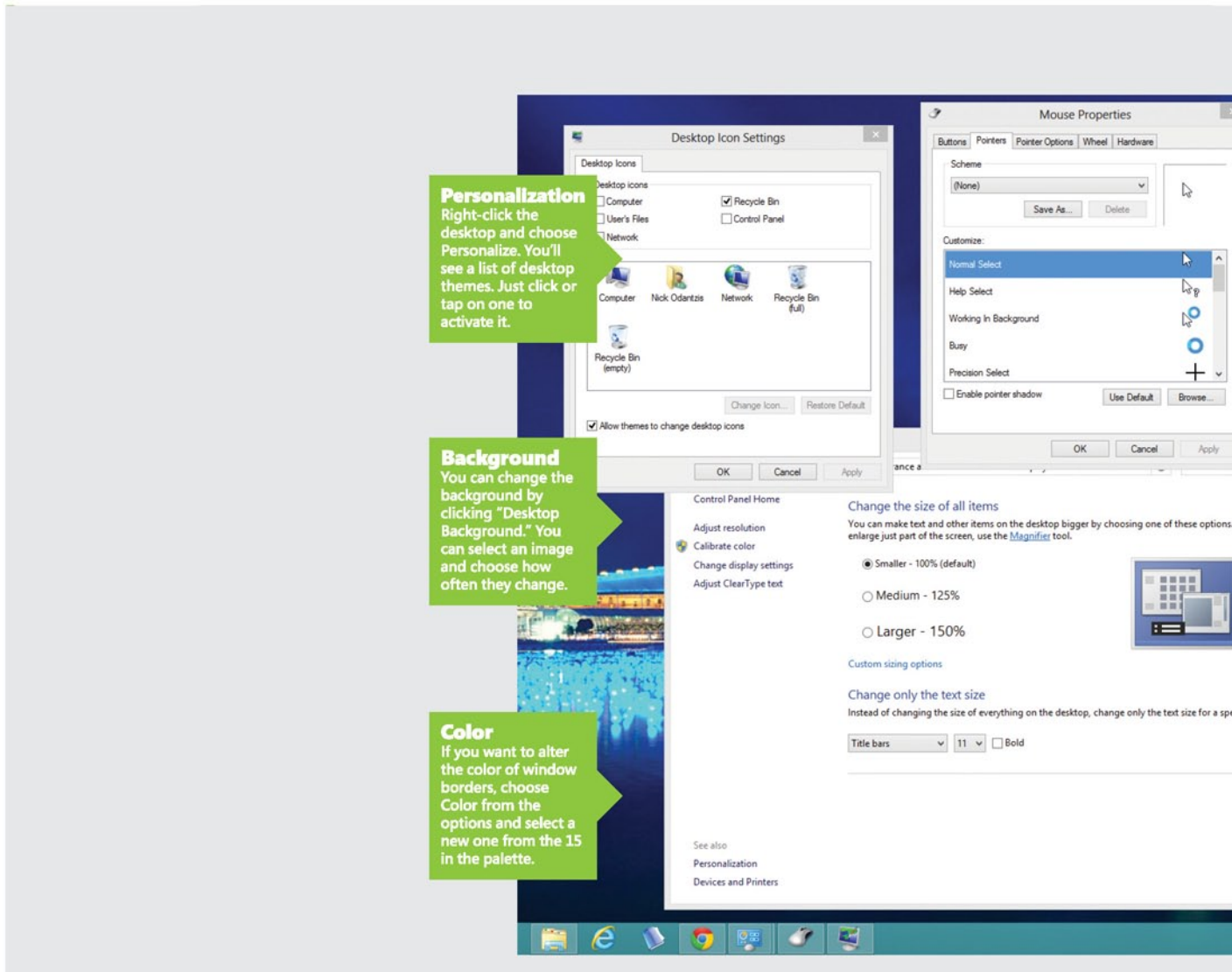
You can rearrange the way apps appear, dragging and dropping to move them, and can group them so they're easy to find at a glance.

**3 Change notifications**

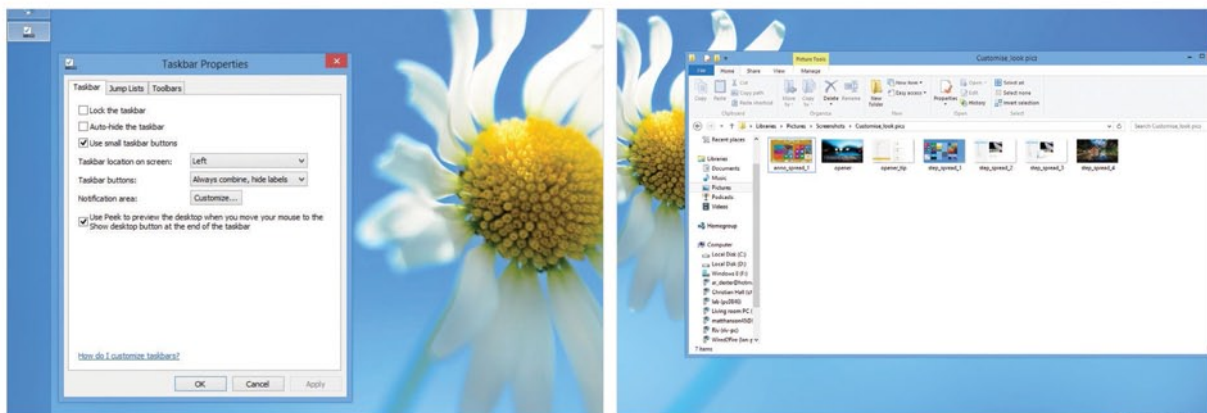
You can change the notifications that appear on the Lock screen by changing which apps are enabled. Below where it says "Lock screen apps," click on one of the app icons to change what is displayed, or choose to display nothing. Below this you can choose to display a single app in greater detail; click it and select one.

**4 Grab an app**

An easier way to change your Lock screen is to get an app from the **Windows Store**. Open the Windows Store and search for "Lock screen" apps. We went for Background Wallpapers HD, which offers hundreds of stunning free wallpapers, which you can preview and set as your Lock screen by right-clicking or swiping down.



## Four steps to desktop heaven



### 1 New Taskbar

The Taskbar at the bottom of the screen contains applications and notifications, providing quick, easy access to apps and messages. However, you can customize it to suit your needs. Right-click the Taskbar and select Properties. You can change its location, make it bigger, or hide it until you point your mouse cursor over it.

### 2 Icon size

If you have a lot of icons on your desktop background, or even if there are only a few, you might be interested to know that you can instantly change their size depending on your tastes. Hold down [Ctrl] on the keyboard and use the scroll wheel on your mouse to increase or decrease the size. You might like the results....

**Size matters**

Click "Display" and you can change the size of everything you see—perfect if you're using a high-res display and find things a little small.

**Jargon buster!**

**High-res**  
High-resolution—an image that is sharply defined and highly detailed, due to being composed of a higher number of pixels than normal.

**Icons**

The small pictures that appear on your desktop to represent folders and shortcuts. They're made from specialized .ico files, that contain a number of versions of the image at different resolutions.

**Icons**

You can also change desktop icons. Go to "Change desktop icons," select one and choose "Change icon." This opens a list of new icons to use.

**Mouse**

There's an option to change the type of mouse pointer. Select "Change mouse pointers" and under the Pointers tab, select a new scheme.

**More themes**

You can find a plethora of amazing themes provided by Microsoft online. Below "My themes" click or tap on "Get more themes online."

**3 Dock it**

Interested in modifying your desktop so it looks and acts a bit more like a certain fruity-sounding alternative to Windows? Well, you can install your own customized Mac-alike application dock by downloading ObjectDock from [www.stardock.com](http://www.stardock.com). It's free and you can add your own programs and folders for easy access in one place.

**4 Go further**

If you want to push the boundaries of customization, many people turn to the excellent application Rainmeter. You can create a unique desktop to the point that you might not even recognize Windows, but the great thing is that you get total control over what you see. Download it for free from [www.rainmeter.net](http://www.rainmeter.net).



Learn how to...

# Streamline your Start screen

The introduction of the Start screen is one of Windows 8's biggest changes. Make sure you learn how to get it to work exactly the way you want it to with this handy guide

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT



Out of all the innovations that Microsoft brought to Windows 8, the most revolutionary—and also the most divisive—was the Start screen. Replacing the Start menu of past versions of Windows, this new screen is our entry point to Windows 8, giving us access to our favorite apps, settings and programs. This means that if you want to really get the most out of Windows 8, you're going to want to get your Start screen organized so that it's quick and easy to use. As with a lot of Windows 8, there are some obvious tools to help you get started, but there are also some hidden gems that can really help you get your Start screen in order, so it works just the way you want.



## Sorting your Start screen



1

### Moving your tiles

Your Start screen is made up of **Live tiles** that represent your apps and programs. When you install something, its tile appears on your Start screen, but that doesn't mean it has to stay where it's put. Press and hold your finger (or mouse) over the tile you want to move, then drag it where you want it to go.

2

### Removing tiles

You may find your Start screen filling up with tiles for all the apps and programs you install. This can make it look cluttered, so if you want to remove tiles from your Start screen, without uninstalling an app, either touch the app's tile and drag it to the bottom of the screen, or right-click the tile and select "Unpin from Start."



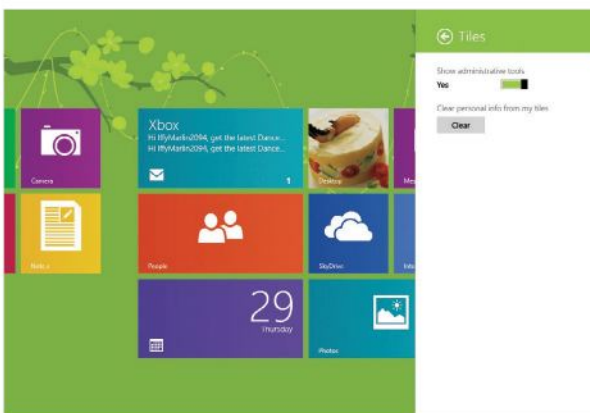
### 3 Resize your tiles

Some tiles are square; others are rectangular. If you want to change the size of the tile, press it, then drag to the bottom of the screen, or right-click it, and select “Smaller” or “Larger.” Not all app tiles can be resized, but most of them can be tweaked in this way.



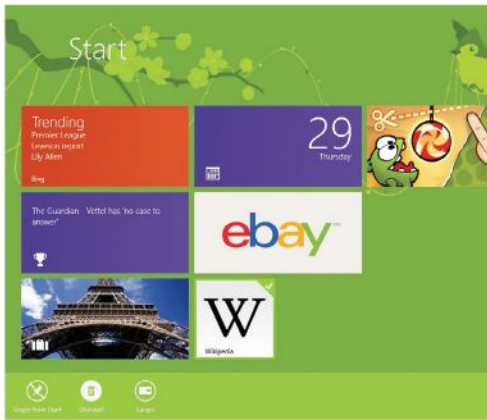
### 5 Get a better view

You can zoom out to view your entire Start screen. To do this on a touchscreen, place your thumb and a finger on the screen and bring them together in a pinching movement. With a mouse and keyboard, press the “-” icon at the bottom-right of the screen.



### 7 Add advanced tools

If you’re a Windows 8 power user, you may want to have quick and easy access to some of Windows 8’s more powerful tools straight from your Start screen. Bring up the Charm bar from the right-hand side of the screen, select “Settings” then “Tiles,” and toggle “Show Administrative Tools” to “On.”



### 4 Uninstall apps

If you want to remove the app or program from your computer completely, press the tile and drag it to the bottom of the screen, or right-click it and select “Uninstall.” If you bought the app, you can re-download it from the Windows Store without paying for it again.



### 6 Group your apps

You can group apps together, so you could group People, Mail, Messaging and Calendar apps, and name them “People.” Arrange the tiles as in Step 1, then zoom out. Press and hold your finger over the group, then release (or right-click), and select “Name group.”



### 8 Enjoy your new Start screen

You’ve now learned the most important tips and tricks for organizing your Start screen, and you should be seeing the benefit of a better laid-out and more intuitive screen. The work doesn’t stop here, though—take time to keep your Start screen organized, especially when you install apps, and you’ll be thankful you did. ■

### Jargon buster!

#### Administrative Tools

These tools will be familiar to people who have used Windows in the past and are comfortable with using some of its more advanced settings. If you’re not that computer savvy, you won’t want to use these, but they can help you ensure that Windows 8 is running as well as it can.

#### Live tiles

One of the best things about Windows 8—which actually debuted in Windows Phone 7—is Live tiles. These tiles update themselves when the app they represent needs to tell you something—for example, if you get an email.

Learn how to...

# Create amazing-looking tiles

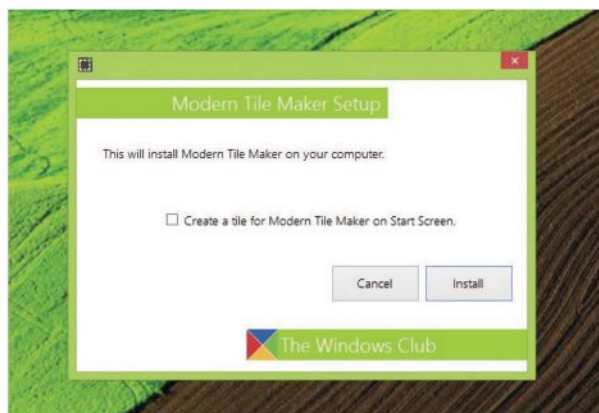
Some of the tiles don't look too great, so let's make them ping out!

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

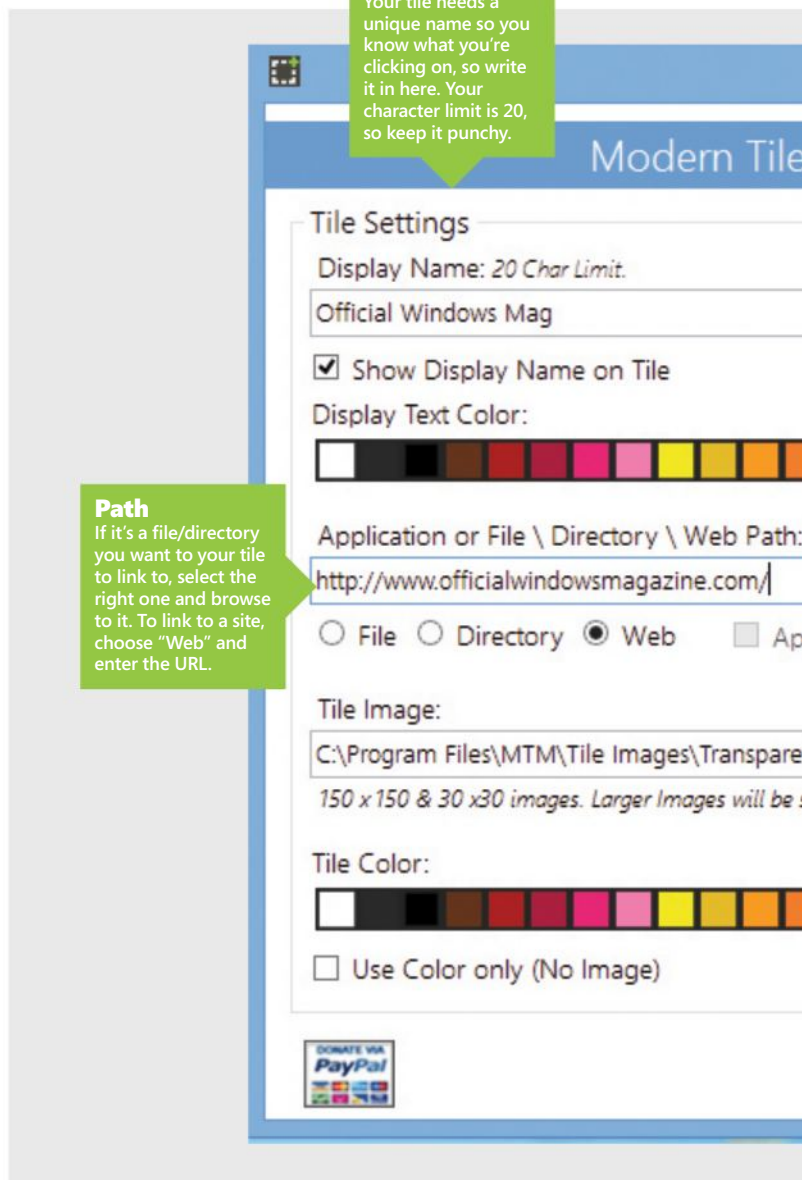


One of the things that makes Windows 8 stand out from all previous versions is its Start menu and the **Live tiles** that sit on top of it, feeding you information at regular intervals, such as your favorite photos or the latest news, without you doing anything. Many of these Live tiles look great because they're designed to, but there are lots that look quite boring, such as the ones for Microsoft Office and Spotify, or those that link to folders on your hard drive. In short, any tile that hasn't come from the Windows Store doesn't look that good. There's a way to make any tile on the Start menu look fantastic, however, using a program called Modern Tile Maker. In 15 minutes you can get programs, files, folders and even internet links looking just like the rest of your tiles.

Get modern-looking tiles



**1 Get the software**  
Download Modern Tile Maker from <http://bit.ly/ZRQM7U> and open the zip file. Open the MTM set-up file, choose to run it, and the set-up screen should appear. Hit "Install" to begin installing Modern Tile Maker. You can tick the check box to add a tile for Modern Tile Maker on the Start menu if you think you will use it regularly.

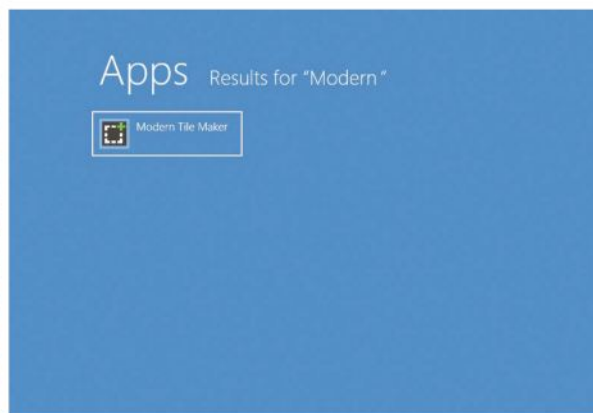


### Name

Your tile needs a unique name so you know what you're clicking on, so write it in here. Your character limit is 20, so keep it punchy.

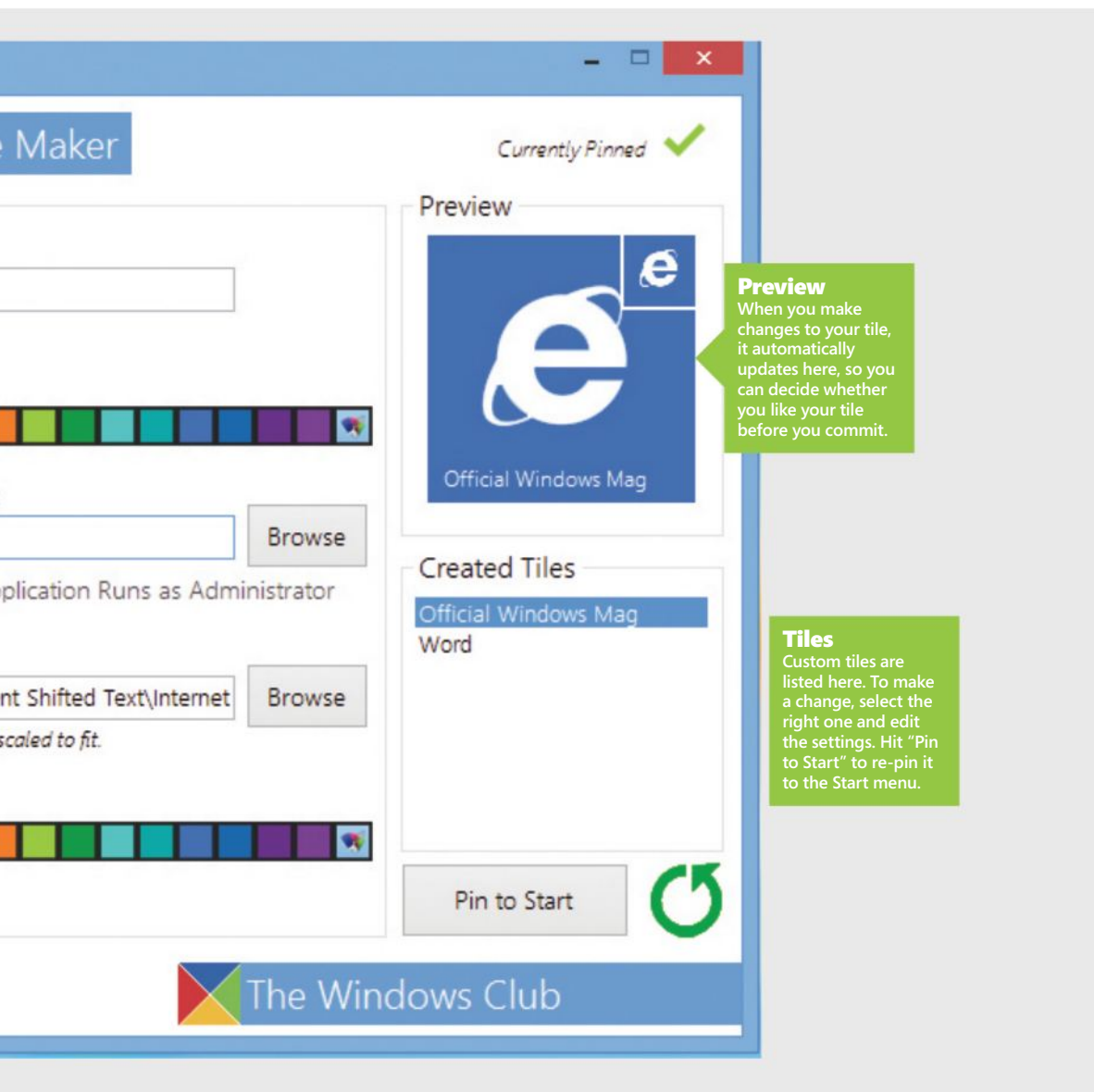
### Path

If it's a file/directory you want to your tile to link to, select the right one and browse to it. To link to a site, choose "Web" and enter the URL.



**2 Find it**  
Modern Tile Maker doesn't automatically open, so you must find it from your list of installed programs. Open search ([Windows key] + [Q]), type in "Modern Tile Maker" and open it when it appears. Select "Yes" when a prompt appears. The main program window opens and you'll see a range of options for creating your custom tile.



**Jargon buster!****Live tiles**

A type of Start screen tile that pushes updates to you regularly, to keep you abreast of all the latest happenings. These could be new photos, messages or news stories, depending on the tile itself.

**Pin**

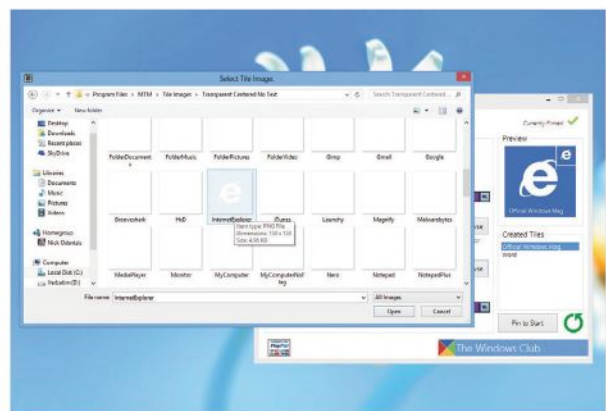
A term used to explain what happens when you attach an app, folder or link to the Start screen or the old-style desktop.

**Tiles**

Custom tiles are listed here. To make a change, select the right one and edit the settings. Hit "Pin to Start" to re-pin it to the Start menu.

**3 Link to it**

Create a name for your tile in the "Display Name" area and decide on the text color. Where it says "Application Path," choose whether you want to link to a file, directory or website. If it's a file or directory, select the appropriate checkbox and browse to its location. To create a web link, select "Web" and type the address.

**4 Choose image**

Hit the "Browse" button next to the "Tile Image" box and find an appropriate image. If it's a web link, open one of the "Transparent" folders and choose "Internet Explorer." Open it and you'll see the icon in the preview area. Change the color of the tile, then hit "Pin to Start." That's it – you can now see your new tile on the Start menu. ■

Learn how to...

# Master the new Start screen

Everything begins at the Start...

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**U**ndeniably, it's the most striking change in Windows 8. When you log in to your PC, the first thing you see is the brand new Start screen, a bold, colorful, animated page of rectangles that bears a striking resemblance to the interface on Windows Phone devices. They're all based on a Microsoft design concept called the Modern UI, a layout that puts full-screen, dedicated **apps** at the forefront, and brings you information without having to open a thing, thanks to Live tiles. We won't pretend it's not a little intimidating at first, but once you've found your way around, it's as quick as the classic Start menu.

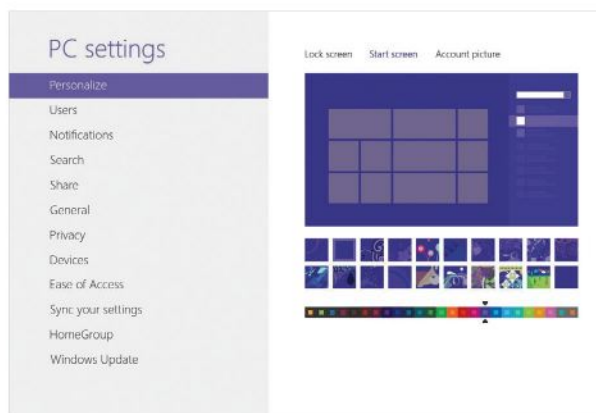
## Move easily

Tap, hold and drag items to move them around. They group automatically – drop them to the right if you want to add a gap between groups.

## Live tiles

Some tiles bring you news, pictures and more automatically. If constant updates annoy you, right-click the icon, then "Turn live tile off."

## Customize your Start screen



### 1 Tweak the colors

Although you choose your favourite color combination when you install Windows 8, you can tweak it whenever you like. The option is a little hidden, though. You need to bring up the Charms bar, choose "Settings," then select "Change PC Settings." From there select "Personalize > Start Screen," and select a new combo.



### 2 A fancy background

The same screen enables you to tweak your Start screen background. Although there's no direct way of inserting your own pictures here, there's a selection of 20 artistic designs, which morph depending on the color scheme you've chosen. If you don't want a picture, choose the bottom-right entry, which is blank.

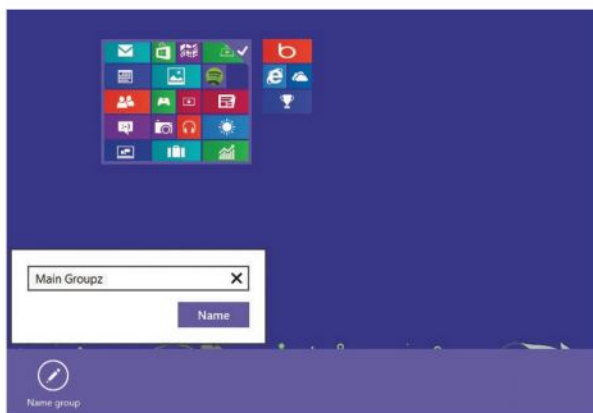
**Jargon buster!**

**Apps**  
Standing for applications, apps is the popular term for small programs that you can download directly to your PC, tablet or smartphone.

**Touchscreen Technology**  
Technology that senses the movement and location of your fingers on a screen, and this is used to control the gadget, rather than keyboards or trackpads.

**3 Remove items**

Back at the Start screen, right-click (or tap and hold) on an item to bring up its options menu. You can uninstall apps completely from your computer, but we find the “Unpin from Start” option a lot more useful; it clears the icon from your Start screen, but the app remains accessible from the “All apps” screen, bottom-right.

**4 Move and name groups**

Use the semantic zoom button (the little minus sign) at the bottom-right to zoom out, or pinch your fingers on a **touchscreen**. You can drag groups of icons around to rearrange their order, or right-click (or tap and hold) to bring up the option to rename the group. This then appears on the non-zoomed version. ■



Learn how to...

# Get the best of both worlds

If you want to use the brand-new Start menu and the old-style desktop in Windows 8, you can easily run them side by side with two monitors, giving you the ultimate computer setup

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

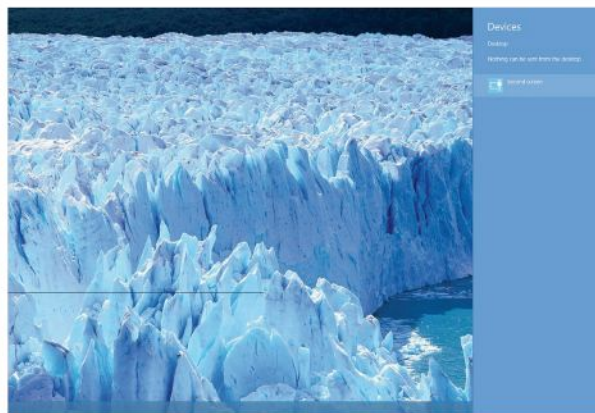
**W**hen you hit the Desktop button on the Start screen in Windows 8, you're transported to the familiar-looking desktop you may remember from earlier versions of Windows. It's there

when you want to install old-style software that still exists for Windows (instead of apps in the Windows Store) or use vintage programs such as Windows Media Center. If you use the desktop mode as much as the tiled Start screen, flicking between the two can become irritating. But if

you have a spare monitor at your disposal, you have an excellent option, which enables you to see the Start screen on one monitor and the desktop on the other, so you can quickly swap between the two and see what's happening on each at the same time. Try it out!

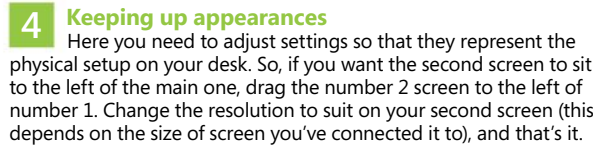
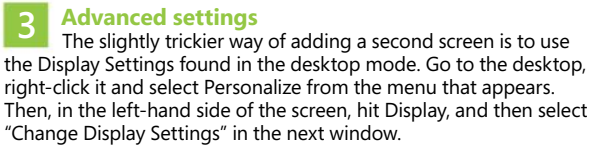


## Work with two monitors

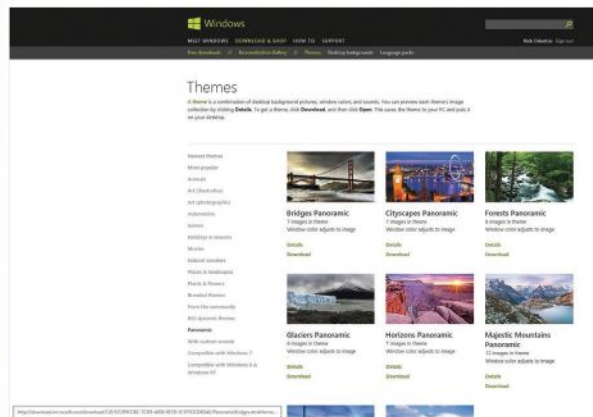


**1 Hook it up**  
First, you need to get your second screen hooked up to your Windows 8 PC. How you do this depends on the connections on your computer. Most come with a VGA or HDMI input, so you need the appropriate cable to connect PC to screen. If you can't match the connector at both ends, you can easily get an adapter to suit.

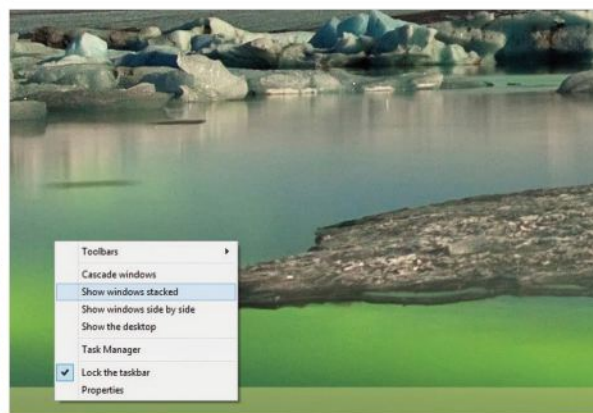
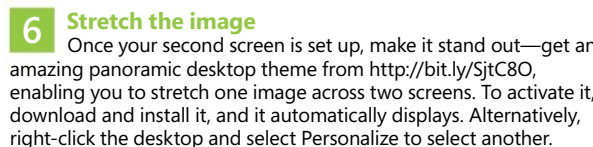
**2 Simple second**  
Open the Charms menu on the right-hand side of the screen and choose the Devices option from the list. Then select "Second screen" and from the four options that appear thereafter, choose Extend—this is the simplest way to enable you to extend your Start screen to a Start screen with desktop.



The slightly trickier way of adding a second screen is to use the Display Settings found in the desktop mode. Go to the desktop, right-click it and select Personalize from the menu that appears. Then, in the left-hand side of the screen, hit Display, and then select “Change Display Settings” in the next window.



If you have a second screen that rotates on its axis to portrait mode (great for working on documents or reading websites), select display number 2 from the drop-down menu next to Display, and select Portrait from the drop-down menu next to Orientation. Now, just ensure “Extend these displays” is selected and click OK.



7 DisplayFusion ([www.displayfusion.com](http://www.displayfusion.com)) is a great tool that gives you more control over your dual-monitor setup. You can use it to display one of your images across two monitors. Select "Span an image across all monitors," then click "Load from > My computer." Check out <http://bit.ly/XmaCtG> for specially designed wallpapers.

Having more than one monitor means you have lots more space for extra windows, which makes it much easier to work in several programs at once. Windows can automatically arrange these windows so they are all neatly displayed over both monitors. Simply right-click the Taskbar and select "Show windows stacked." ■

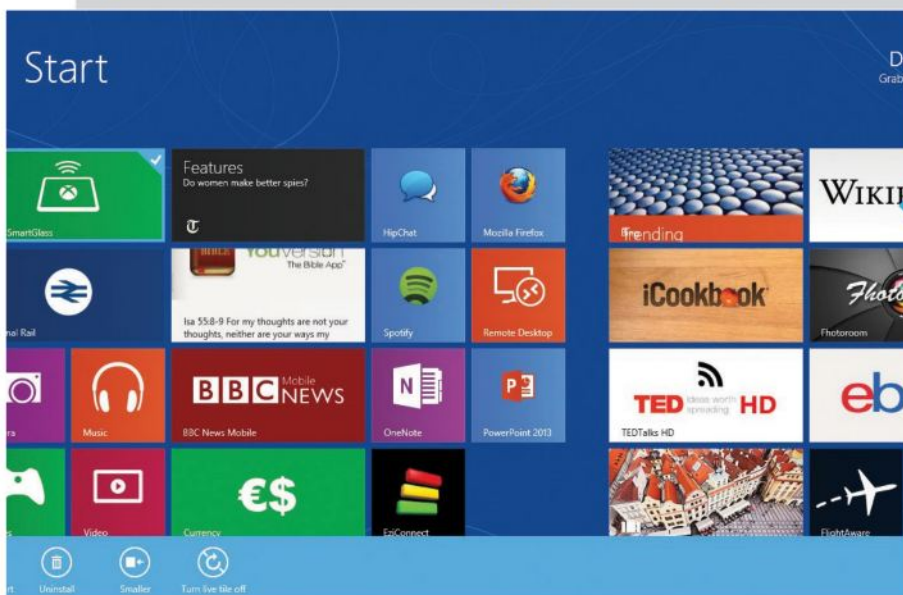
DO THIS NOW...

# Get used to the Start screen

Master the new Windows 8–style interface today

## A life of tiles

Windows 8's new interface is a lot less scary than it sounds—it's designed to be really user-friendly, with bright tiles and touch-friendly apps (that also work with a mouse). The Windows 8–style interface sits on top of the desktop—rather than replacing it—and is a new way to interact with Windows. On a tablet, swipe left or right to scroll the screen, and tap any tile to launch its app. If using a mouse, you can spin the mouse wheel to scroll back and forth. Then there's keyboard navigation—press [Home] or [End] to jump from one end of your Start screen to the other, or use the cursor keys to select a tile, tapping [Enter] to select that app.



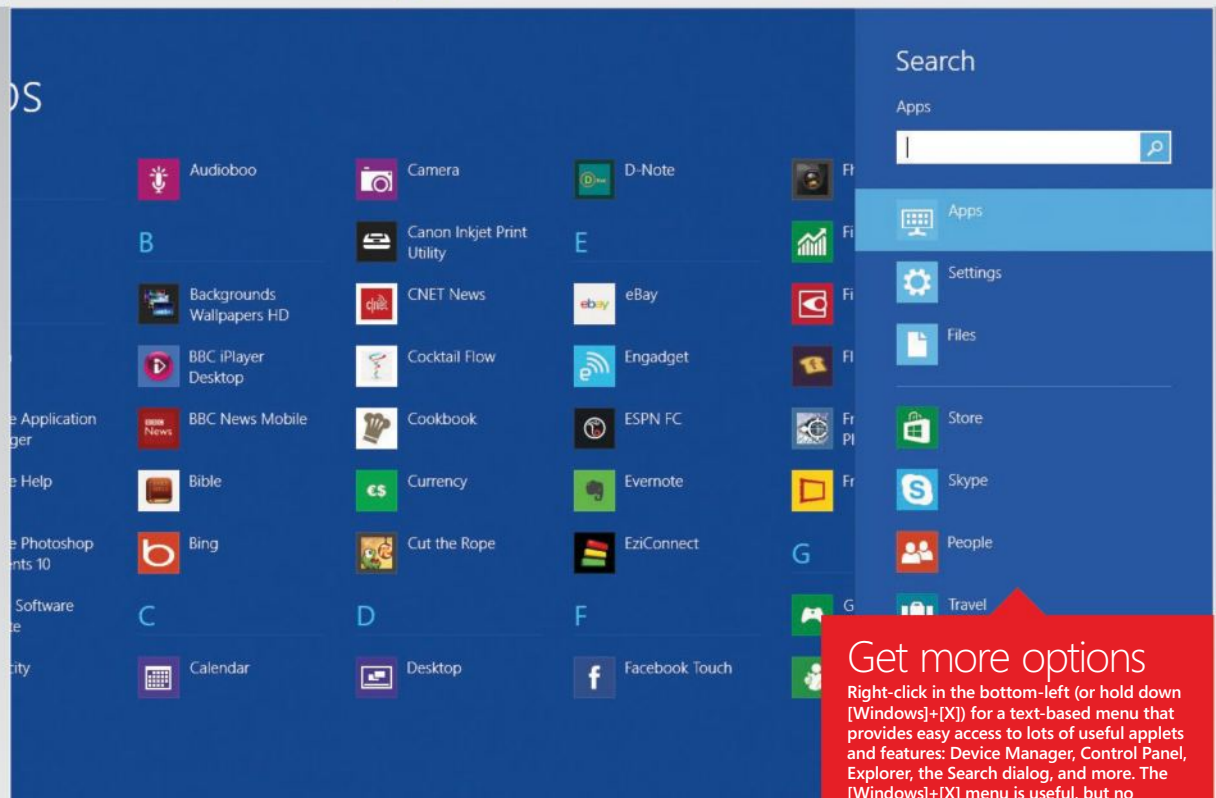
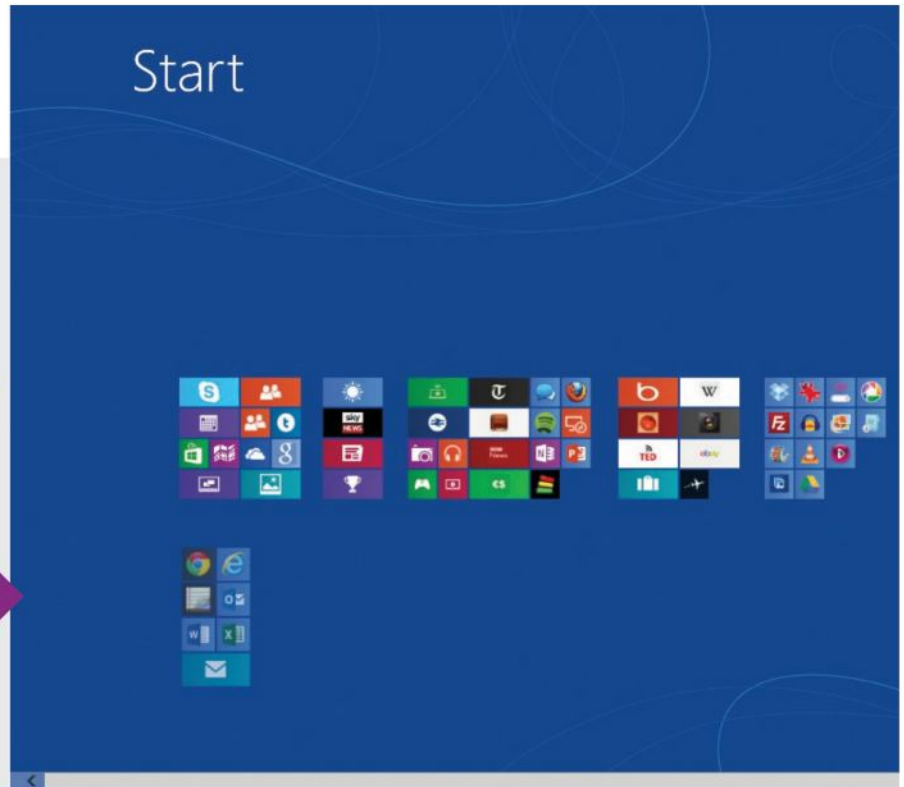
## Pin to Start

Press the [Windows] key to return to the Start screen. Any app is pinned (attached) automatically to your Start screen; right-click (or swipe down on) apps you don't need and select Unpin to remove them. And you can drag-and-drop tiles to organize them. If there's an app you use all the time, you don't have to find it via the search system. Finding apps with a keyboard is also simple—just start typing the app's name. To pin Control Panel to Start, for instance, type "Control." Right-click the Control Panel tile on the Apps Search screen, and click "Pin to Start." On a touchscreen, press and hold the icon, then flick down and select "Pin to Start."



## Make groups from your apps

To see a list of all your apps, hold down the [Windows] key and [Q]. You can right-click or swipe up from the bottom to see the App bar, too; then select "All apps." Browse to find what you need and click an app to launch it. By default, Start screen apps are displayed in what seems like a random fashion, but it's easy to sort them into groups. Drag a few apps together in a column (to start a new group, drag a tile into the gap between existing groups). Zoom out (by pinching or clicking the minus icon in the bottom-right) and you can now re-order these groups.



## Get more options

Right-click in the bottom-left (or hold down [Windows]+[X]) for a text-based menu that provides easy access to lots of useful applets and features: Device Manager, Control Panel, Explorer, the Search dialog, and more. The [Windows]+[X] menu is useful, but no substitute for the old Start menu, because it doesn't provide access to applications. To find this, press [Windows]+[Q], or either right-click an empty part of the Start screen or swipe your finger up from the bottom of the screen, and select "All Apps" to reveal a scrolling list of all your installed applications. Browse the various tiles to find what you need and click the relevant app to launch it.



## 25 TOP TIPS TO...

# Conquer the Lock screen

The Lock screen is the first thing you see, and it should be the first thing you make your own

1

The Lock screen looks pretty but you can switch the picture. Press [Windows]+[I], click "Change PC Settings," and open the Personalization menu – the first things you see are your options for replacement images.

2

You don't have to stick with the classy images Microsoft has provided. You can slap a picture of your baby, cat or favorite potted plant on the Lock screen instead – just click the "Browse" button and choose the image you want to use.

3

At the bottom of the Lock screen you'll see a few quick updates about happenings on your PC. You can see more, though. At the bottom of the Personalize screen, you'll see options that enable you to change the specific icons that get displayed.

4

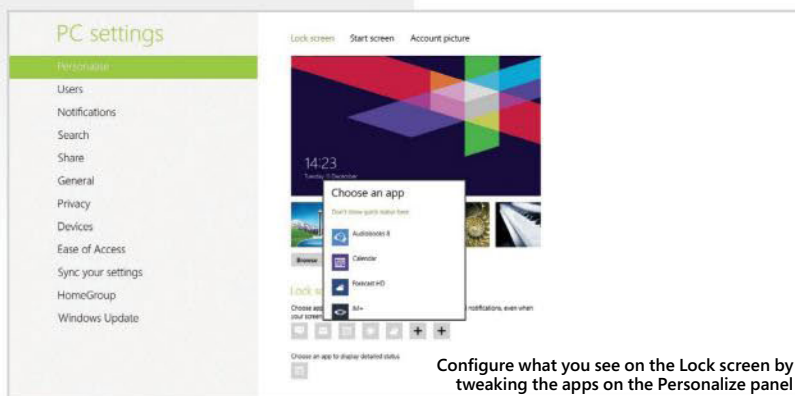
Certain apps – Calendar and Weather, by default – can show you more information on the Lock screen. Just make sure the app you're interested in is highlighted at the very bottom of the Personalize page of Control Panel.

5

You can take the Lock screen further with third-party apps. Search the Windows Store for Incredilock; it's free, offers hugely customizable wallpapers and can add things such as to-do lists to your Lock screen.

6

Open up the Start screen control panel ([Ctrl]+[I]), then "Change PC Settings" and go to the "Users" tab. Here you can change your login password. Note that changing this also changes it for other machines or services (such as Outlook mail) your account is linked to.



Configure what you see on the Lock screen by tweaking the apps on the Personalize panel

**7** We've got more about it later on in this mag, but you should try the picture password function on the "Users" tab of "Change PC Settings." It's the most fun way to log in to your PC, and it's pretty secure, too. Just try not to leave tell-tale smears on your touchscreen...

**8** Want to bring the Lock screen up in a flash if, for instance, you're stepping away from your PC for a while? Easy – either click your profile picture at the top-right corner of the Start screen and click "Lock," or just press [Windows]+[L] at the same time.

**9** You can customize your Lock screen colors separately from your Start screen colors. Open the desktop, hit [Windows]+[R], type "regedit," and go through HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Explorer and then Accent. Right-click "Accent," create a new Dword, and call it DefaultColorSet. Now edit this, switch the base to decimal and set this to be a number between 0 and 24.

**10** Fancy ditching the Lock screen altogether? Hit [Windows]+[R], type "gpedit.msc," go to "Computer Configuration > Administrative Templates > Control Panel > Personalization," and change "Do not display the Lock screen" to enabled.

**11** Why not add some pep to your Lock screen by automatically changing its image? Search the Windows Store for Chameleon. It takes a number of pictures from cool sources such as National Geographic and Bing, and automatically pastes a new one on the Lock screen at a set interval.

**12** Another option for shuffling your Lock screens is Lockerz – you can give it a selection of your local pictures or even hook it up to your SkyDrive account for a truly personal random experience.

**13** Many apps can add information to your Lock screen beyond those installed by default. Hunt through the Windows Store and you should be able to find plenty of apps that you can configure to display at lock; things such as Twitter clients, third-party weather apps and more.



Chameleon is full of beautiful photography, perfect for making your Lock screen look amazing

**14** Enough about the Lock screen, apart from to tell you that there are loads of ways to get past it to the login screen: click it, drag it up, spin your mousewheel, or hit [Space] to progress.

**15** You see your account picture on your login screen. Or you might not. If you've not set one up, you just see a silhouette. Use the "Users" menu in "Change PC Settings" to add a picture of yourself – this follows you anywhere you use your Microsoft login.

**16** The login screen has a neat feature for visually impaired users in the bottom-left, so you can turn on narration, the magnifier and more before you log in. Press [Tab] then [Enter] if you want to get there without clicking.

**17** You can also use the accessibility dialog to turn on the on-screen keyboard. Useful on touchscreens and for those who can't use a keyboard.

**18** Log out! Shut down! Do it all without logging in. There's an icon at the bottom-right of the login screen that does the business; access it by tapping [Tab], [Tab], then [Enter], then selecting the function you want with the arrow keys.

**19** Once logged in, you might want to try getting around the Start screen using nothing but your keyboard. Use the arrow keys to flick between icons, and [Enter] to run your selection.

**20** Jump through the Start screen by using [Page Up] and [Page Down] to hop to either end, or use [Tab] to jump up to your profile picture.

## Quick tips

**21** Use the mouse wheel to scroll through your Start screen, particularly if you have a lot of items on there. It is the quickest way to see everything.

**22** You don't actually need to see everything, though; start typing the name of the app you're looking for and it appears on the right.

**23** Don't forget the "All apps" menu, which shows everything, not just those apps you've got pinned to your Start screen. Right-click on the Start screen and choose its icon, bottom-right.

**24** Right-click any of the apps in the "All apps" screen and select 'Pin to Start' to make them visible on the Start menu.

**25** Many different people can use the same machine. If you've set up more than one in the "Users" tab of the "Change PC Settings" screen, just click your profile picture to switch accounts.



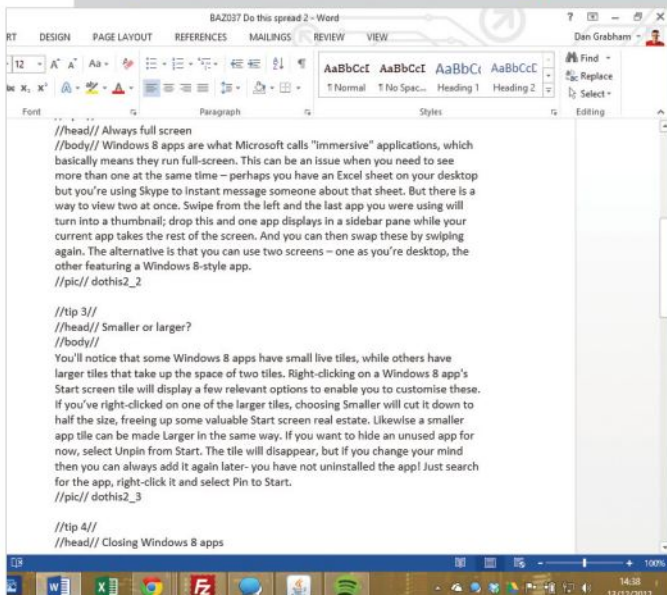
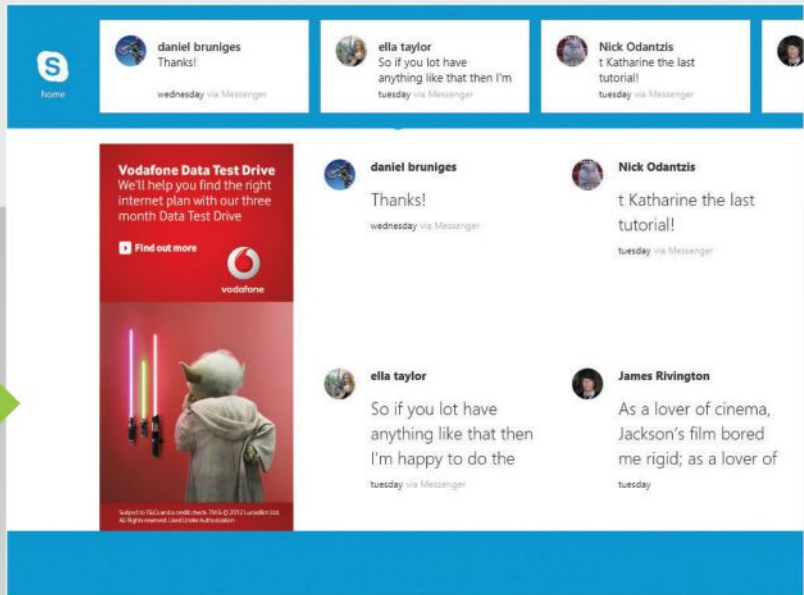
DO THIS NOW...

# Get more done with apps

Windows 8 apps have more features than you'd think

## Use the App bar

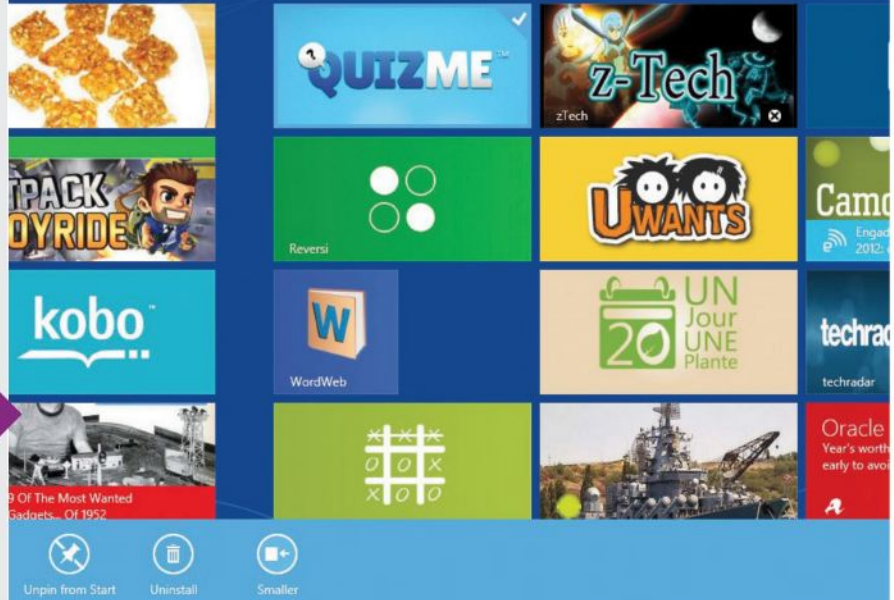
The App bar provides extra options for Windows 8-style apps—right-click the screen or swipe up from the bottom on a touchscreen. The App bar features settings and access to extra features that aren't necessary for the main functions of the app. You can also access the App bar by pressing [Windows]+[Z] in a Windows 8-style app—it doesn't work in the desktop. Just pressing [Windows] always brings up the Start screen. If you want to cycle through apps, swipe in from the right to switch or use the top-left hot corner if you're using a mouse. You can use [Alt]+[Tab] to show what's running, as with previous versions of Windows.



## Always full screen

Windows 8 apps are what Microsoft calls immersive applications, which means they run full-screen. This can be an issue when you need to see more than one at once—perhaps you have an Excel sheet on your desktop but you're using Skype to instant message someone about that sheet. But there is a way to view two at once. Swipe from the left and the last app you were using turns into a thumbnail; drop this and one app displays in a sidebar while your current app takes the rest of the screen. Swap them by swiping again. Alternatively, you can use two screens (see page 20 to find out how to set up dual monitors).

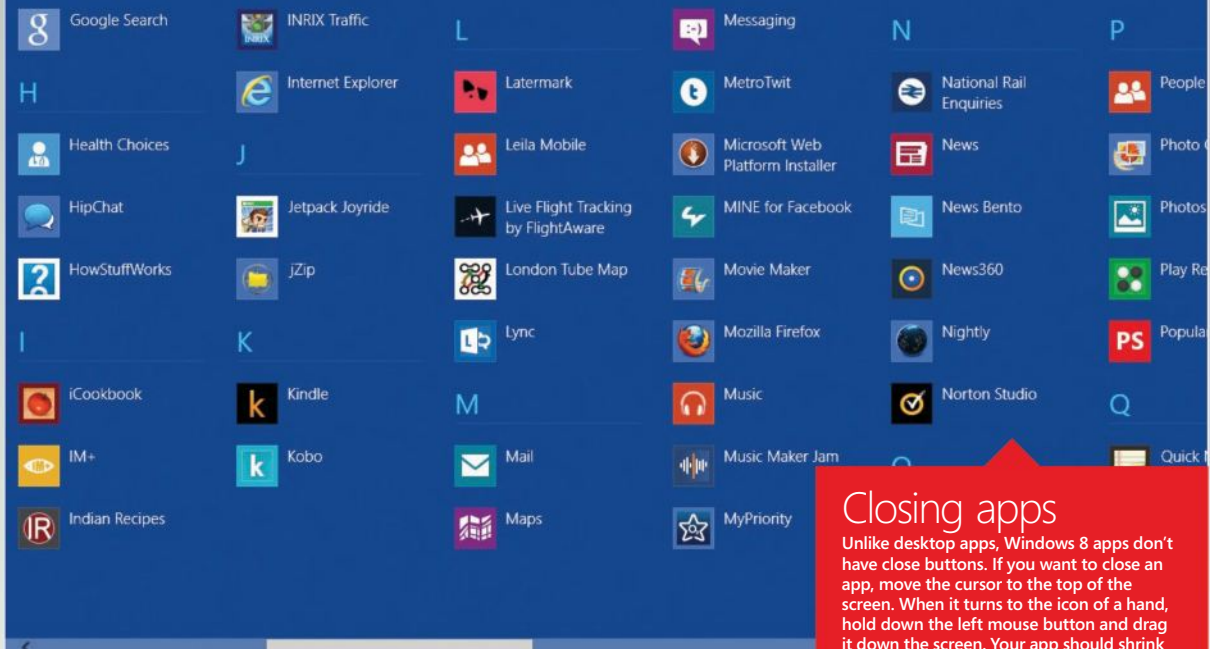
## Start



### Smaller or larger?

Some Windows 8 apps have small Live tiles, while others have larger tiles that take up the space of two. Right-clicking on an app's Start screen tile displays a few options to enable you to customize these. If you've right-clicked on one of the larger tiles, choosing Smaller cuts it down to half the size, freeing up some valuable Start screen space. Likewise, a smaller tile can be made larger. If you want to hide an unused app for now, select "Unpin from Start." The tile disappears, but if you change your mind, you can always add it again later—you have not uninstalled the app. Just search for the app, right-click it, and select "Pin to Start."

## Apps



### Closing apps

Unlike desktop apps, Windows 8 apps don't have close buttons. If you want to close an app, move the cursor to the top of the screen. When it turns to the icon of a hand, hold down the left mouse button and drag it down the screen. Your app should shrink to a thumbnail, which you can drag off the screen to close it. But you shouldn't need to close apps—Windows 8 apps are suspended when you switch to something else so they're only a minimal drain on your system, and if you need the resources, they're automatically shut down—the data is saved, so when you re-launch, you can simply continue from where you left off.



## 25 TOP TIPS FOR...

## Exploring Explorer

Windows Explorer is one of the most crucial parts of Windows 8, but we bet there's lots you don't know about it

**1** Here's something you might not know: if you're using a keyboard, you can select multiple files at once by holding [Ctrl] and clicking files you want to highlight. They don't have to be sequential, and if you make a mistake, keep holding [Ctrl] and click the incorrect file to deselect it.

**2** If you're using a mouse, there's an easy way to select loads of files at once. Just click in an area of white space, hold the left mouse button

down, and draw a box around the files you want to select. Combine this with [Ctrl] to select multiple bundles of files.

**3** To select a number of concurrent files in a list, click the top-most item, hold [Shift], and click the item at the bottom. Again, combine this with [Ctrl] to select different bunches.

**4** You can use [Shift], [Ctrl] and [Space] in conjunction with the arrow keys to select items without needing to use a mouse at all. It's fiddly, though.

**5** We may be teaching our grandmothers to suck eggs here, but copy and paste are incredibly useful. Select a file, a piece of text, a picture, whatever you like, and either right-click and choose "Copy," or press [Ctrl]+[C]. Now find a place where you want to put what you just copied, then right-click and select "Paste," or press [Ctrl]+[V].

**6** If you don't want to leave the original behind when you're pasting, just use the cut command instead. If you apply it to a file, this is the equivalent



Making a new library is a great way to keep a collection of files in check.



of moving it from one place to another. Right-click and select “Cut,” or use [Ctrl]+[X] in place of [Ctrl]+[C].

**7** The undo command, [Ctrl]+[Z], is available almost everywhere. You might not see it on a right-click menu, but if you press the keys you should be able to reverse any mistake, from deleting the wrong file to typing something incorrect on the web.

**8** The Send To menu (right-click an item in Explorer, then hover over “Send To” to see it) is a quick way to sort files. You can make new compressed folders, email your item, or even send it to a location, like an external drive.

**9** Want to expand the “Send To” menu? Hit [Windows]+[R] when you’re on the desktop, type “shell:sendto,” and pop in a shortcut to whatever you like.

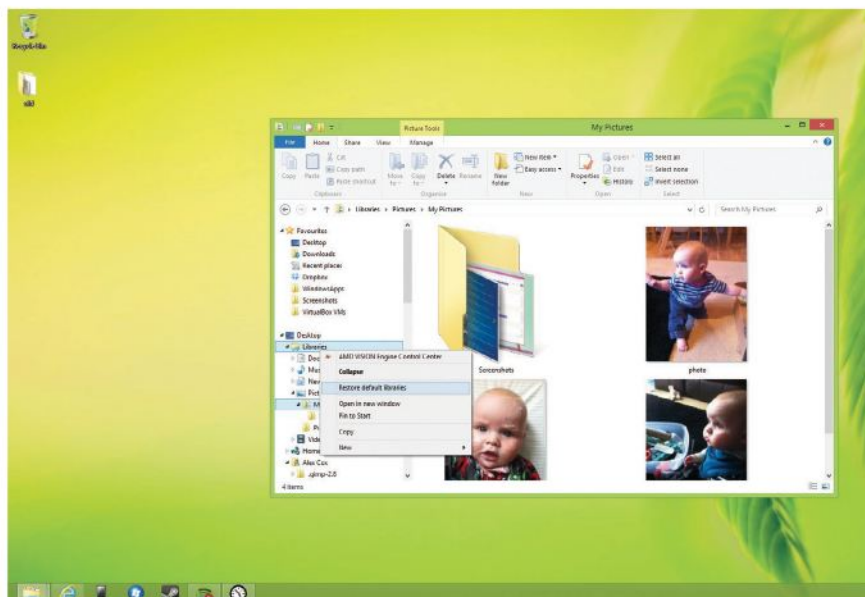
**10** There’s a quick way to make a shortcut to a file or folder if you’re using a mouse. Right-click and hold the file or folder, and drag it to the location you want the shortcut made in. Now just select “Create shortcuts here.”

**11** If you followed the last tip, you’ll notice you can also use the right-click and drag maneuver to move or copy a file. If you do it in the same folder that the file’s in, you make a numbered copy; useful if you want to work on a file without damaging the original.

**12** Drag any file, shortcut or folder to an empty spot on the Taskbar to pin it there; that means you can find it again in the future, run it quickly, and drag files to it to run or store them.

**13** You can rename files or folders in three ways: two slow clicks on the current name makes it editable; right-click the file and choose “rename”; or select a file and hit [F2]—handy if you have lots of files to rename.

**14** Let’s look at the Explorer interface specifically. By default, you have a bunch of folders listed as favorites in the left-hand navigation pane, but these might not be the folders you use frequently. Just drag any folder into this list to add them to it.



If you’ve made a mistake and hidden a library you regularly use, you can get it back with just two clicks

**15** You’ll see the libraries list on the left. You can organize documents, pictures and more here. But there’s a lot more you can do with them. Let’s start by hiding one of the folders from the list; click “Libraries” to see them in the main area, right-click one, and check “Don’t show in navigation pane.”

**16** If you’ve deleted a library from the navigation pane by accident, you can uncheck the option you used to remove it, or right-click “Libraries” and select “Restore default libraries.”

**17** Your libraries can monitor particular folders on your PC—so if, for example, you’ve got a catalogue of photos, you can attach that folder to the Pictures library. Just right-click the icon for the library of your choice, click “Properties,” then click “Add” to include the contents of a new folder.

**18** You’re not restricted to the libraries that come pre-installed. You can create your own to organize whatever you like; we like to use them for podcasts, for example. Right-click in empty space with the Libraries folder open, click “New,” then “Library,” and open it up to link it to a new folder.

**19** The view of your new library can be tweaked based on its contents. Open the library in the main folder, click “Manage” at the top of Explorer, then click “Optimise library for” and select which kind of files you’re storing.

**20** By default, any library you create has a generic icon, but you’re free to replace it. Click “Manage/Change icon” and you’re presented with a selection.

## Quick tips

**21** Use the small arrow icon at the top-right of the Explorer window to show or hide the ribbon, which puts useful features at your fingertips.

**22** When you’ve got the ribbon displayed, click on any of the items in the main Explorer window. The buttons on the ribbon relating to the functions you can perform are highlighted.

**23** The quick access bar is found right at the top of the Explorer window; you can use it to get the properties of the current file or make a new folder.

**24** To add options to the quick access bar, just click the little arrow on its right and check those that you want to display.

**25** You can move the quick access bar so that it appears below the ribbon by using the appropriate icon in its customization menu. It’s less pretty than putting it on the title bar, though.

Learn how to...

# Transfer to Windows 8 with ease

Now that you've taken the plunge and upgraded to Windows 8, you'll find it's simple to move files and settings from your old Windows 7 PC

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

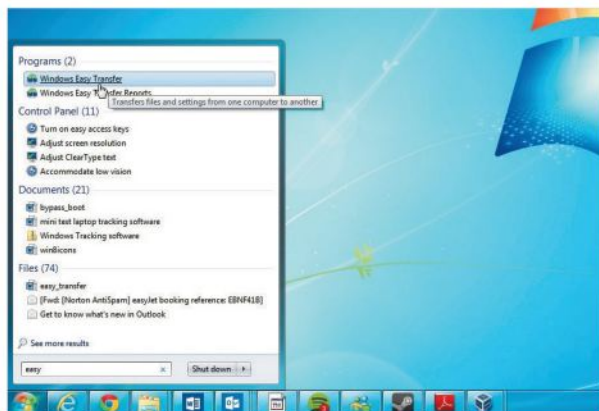
W

hen you buy a new computer, you might think that you are going to have to spend hours copying files across from your old machine,

folder by folder, tweaking the desktop so that it looks exactly the way it used to, and adding your favorite shortcuts to the menus. However, you can do the job a whole lot faster with Windows Easy Transfer instead. It helps you to migrate all your important files and settings, such as digital photographs, contacts or favorites, from your old Windows 7 computer to a new Windows 8 one—so everything is ready to use just like before. Windows Easy Transfer is pre-installed in both Windows 7 and Windows 8, and in this tutorial we're going to show you how to use it so that your new Windows 8 machine is up and running just the way you like it in no time at all.

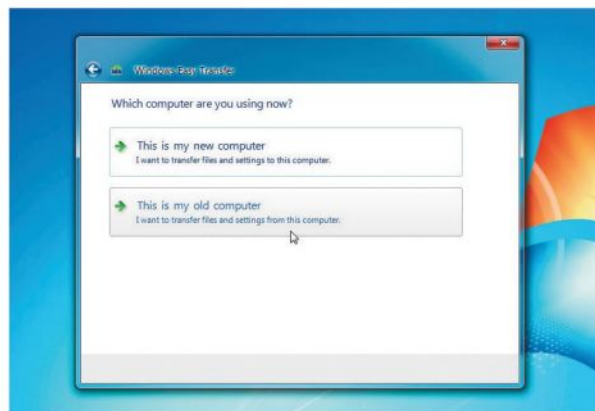


## Move your documents



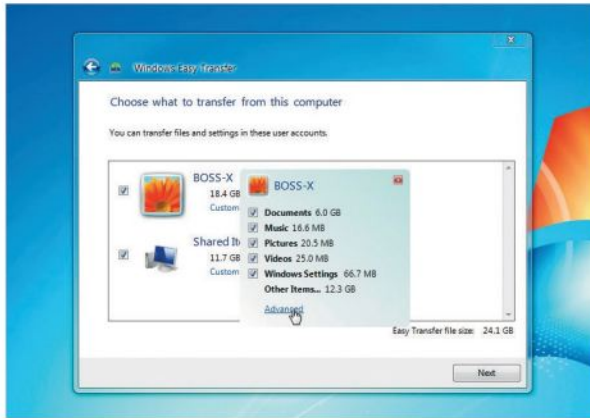
### 1 Start Windows Easy Transfer in Windows 7

On your old Windows 7 machine, click the Start button and in the search box type "Easy." From the list that comes up, select "Windows Easy Transfer." From the screen that now opens, select Next, and then choose your method for transferring your files to your new computer.



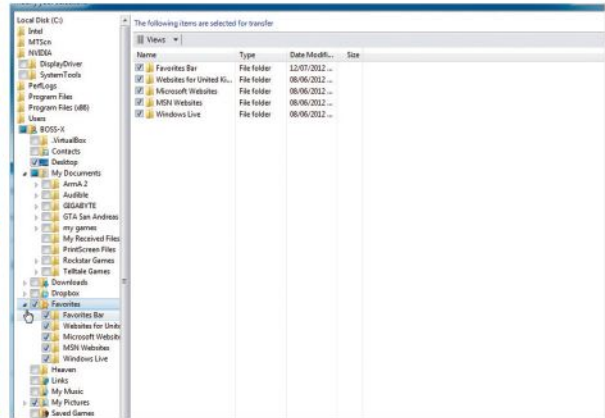
### 2 Find your documents

We selected "An external hard disk or USB flash drive," as that is the most popular method of transferring files. Then select "This is my old computer." Windows Easy Transfer now scans your PC for your files and documents. It lets you know how much space the documents take up—so make sure your USB drive can handle it.



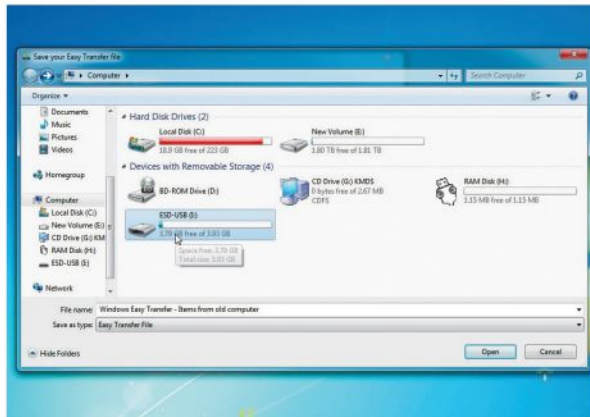
### 3 Select what you want to transfer over

Windows Easy Transfer is pretty good at guessing what you need to transfer over, but it might include some files you don't need, or exclude ones that you do, so click Customize to quickly add or exclude files, such as Pictures. You can click Advanced for a selection of even more options.



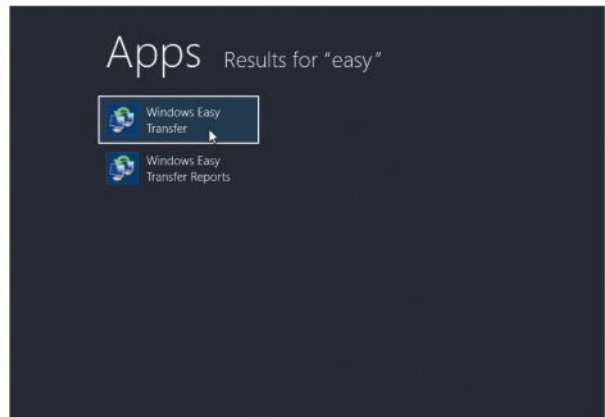
### 4 Advanced selection of documents

From the advanced screen, you can tick or untick any folder you want to move to your new PC. This may seem overwhelming but it's a good way to make sure you transfer the essentials. Click the arrow next to any folders you include to get a list of folders and files included. Uncheck any folders you don't want. Click Save to finish.



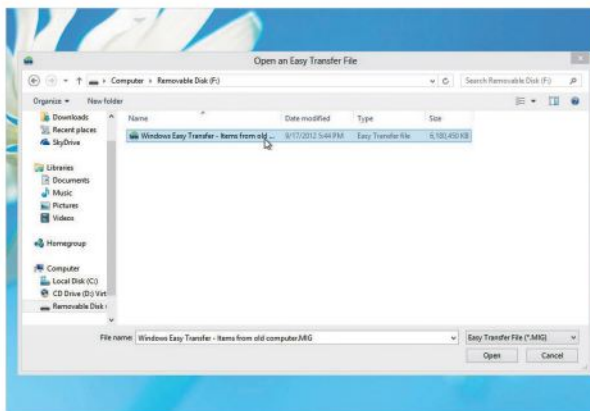
### 5 Save your files and settings

Click Next if you want to add a password to protect your files. Click Save and then select where you want to save the settings. Plug in the USB drive you want to use and select it, then press Save. Windows Easy Transfer now saves your files to the location you chose. Depending on the device, it may take a few minutes.



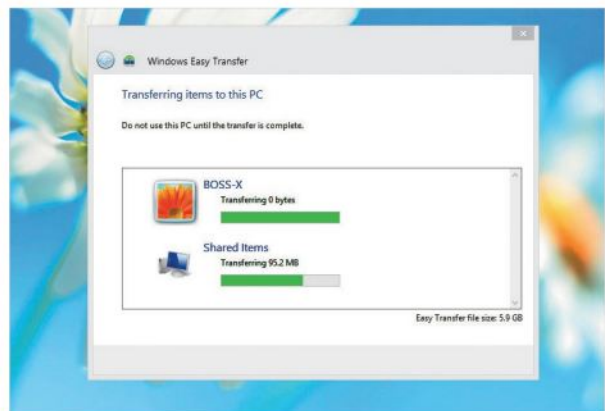
### 6 Open Easy Transfer in Windows 8

On your new PC, plug in the USB drive on which you saved your files and settings in step 5, then open the Search charm in Windows 8 by hovering your mouse cursor (or tapping the touchscreen) in the top right-hand side of the screen. Type "Easy" in the search box, click Apps, then select "Windows Easy Transfer."



### 7 Transfer your files

Now, follow the Windows Easy Transfer wizard as you did in Windows 7, but when it asks you which PC you are using now, select "This is my New PC." On the next page, select Yes and then browse to the USB drive where you saved the files. Select them, then click Open. Finally, click Transfer to complete the process.



### 8 Enjoy your new PC!

There you have it, in just a few simple steps you've brought all your important files and settings with you to your new Windows 8 PC. It means you can enjoy all the new features of Windows 8 without missing all the important files and favorites. It's amazing how much time Windows Easy Transfer can save you. ■



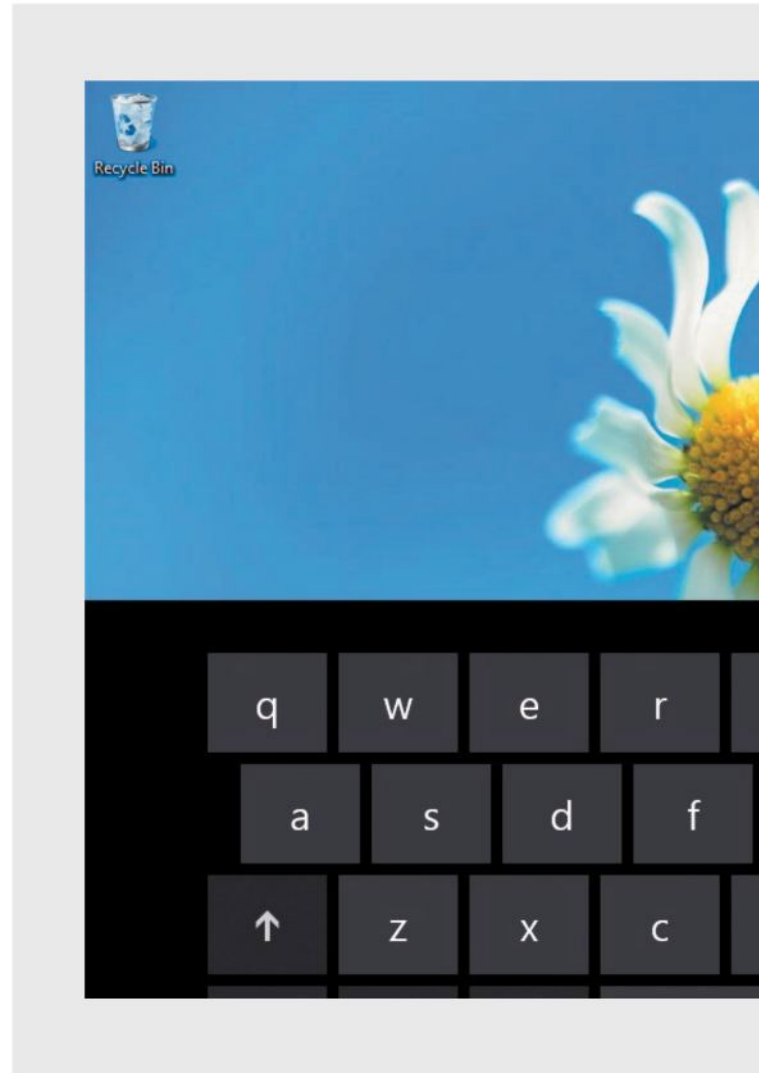
Learn how to...

# Explore the on-screen keyboard

An invaluable tool for a touchscreen

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**W**indows 8 has been designed from the ground up to work brilliantly with **touchscreen** devices. One of the ways it works so well with touchscreens is with the on-screen keyboard, which enables you to type on your screen just as easily as if you had a physical keyboard attached to your device. The large keys in particular help with fast typing, making it quick and responsive. We guide you through using the on-screen keyboard below. And even if you don't have a touchscreen display, you can still bring up the keyboard and use your mouse to type with it. It might sound a little pointless, but it's actually a very good way of securely entering sensitive passwords.

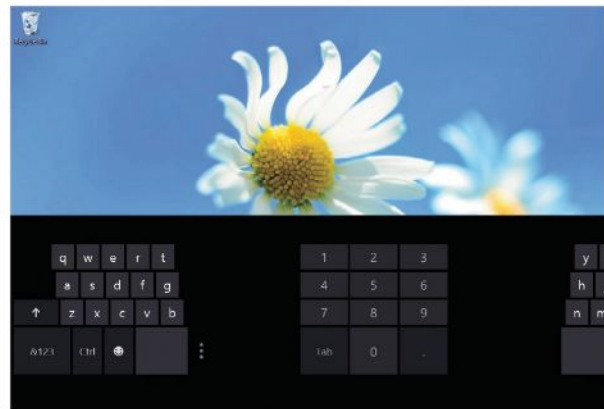


## Using the keyboard



### 1 Keyboard options

The standard on-screen keyboard replicates a normal physical keyboard, but there are other options that you can select as well. Simply click the keyboard icon that appears on the on-screen keyboard to display more options, enabling you to choose the best one for the way you want to work.



### 2 Split keyboard

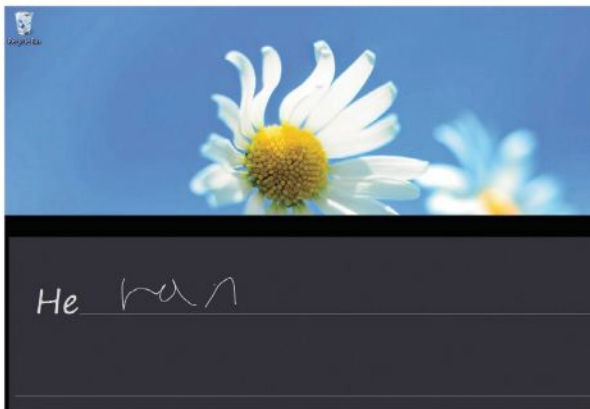
The first alternative keyboard layout is the split keyboard style, with the keys laid out in a more natural way, similar to ergonomic keyboards. You may find it more comfortable to use this style of keyboard, although it takes a bit of getting used to if you've been using the more traditional layout.

**Jargon buster!****Stylus**

A pen-like pointing device that older touchscreen gadgets required. These days you only really need your fingers.

**Touchscreen**

Technology that senses the movement and location of your fingers on a screen, and this is used to control the gadget, rather than keyboards or trackpads.

**3 Handwriting recognition**

One of the best things about tablet PCs is that with their flat designs and touchscreens, they can be great for writing on as though they were paper, using your finger or a **stylus** instead of a pen. Windows 8 comes with some powerful handwriting recognition tools—just select the option from the keyboard's menu.

**4 Handwriting help**

Click on the icon with the box with a question mark in it to bring up some more options if you're using the handwriting recognition part of the on-screen keyboard. Choosing an option shows a brief animation, which explains how to use the various features of the keyboard. ■

Learn how to...

# Master search in Windows 8

The search function in Windows 8 has been revolutionized, making it easier than ever to find what you're looking for

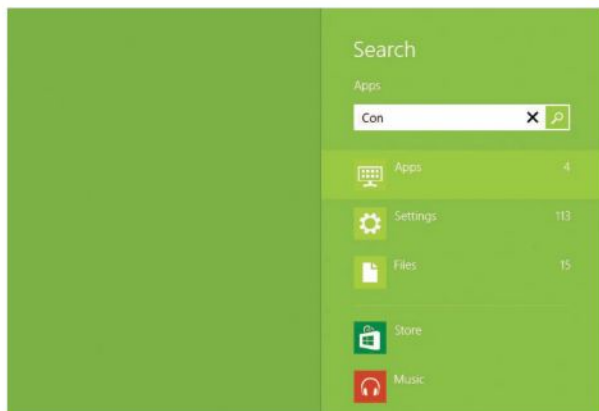
**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT



Windows 8 is a brand new operating system that does quite a few things differently from its predecessor, which means that being able to quickly find what you're looking for—whether that's vital documents, websites, apps or settings—is of the utmost importance. Thankfully, the search function in Windows 8 has been supercharged, and it is now a central feature of the operating system. Getting to know all the tricks you can perform with the improved search function can completely transform the way you use the operating system, as well as boost your productivity.



## Search better in Windows 8



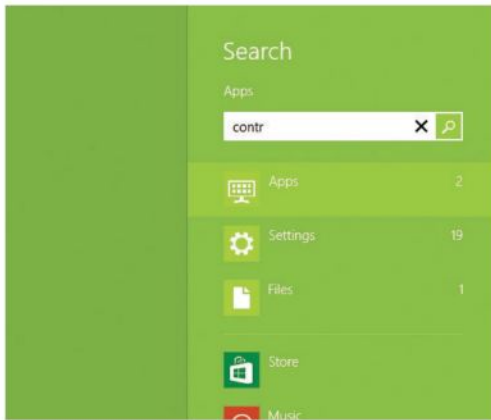
### 1 Search from the Start screen

In Windows Vista and Windows 7, you could press the [Windows] key to open up the Start menu and then begin typing to search your programs and documents. In Windows 8, it is exactly the same. Simply press the [Windows] key to bring up the Start screen, then just begin typing and Windows 8 starts the search.

### 2 Use the Search charm

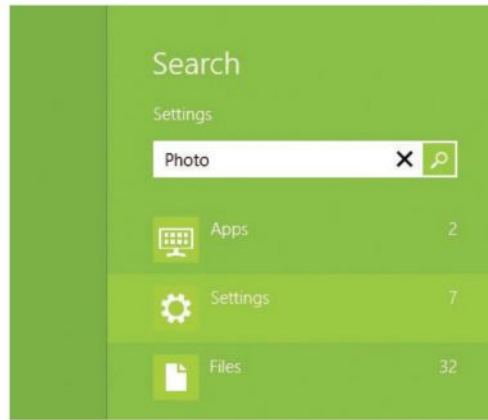
Another way to quickly search from anywhere in Windows 8 is to open up the **Search** charm of Windows 8. On a touchscreen, you can do this by quickly flicking your finger from the right-hand side of the screen, or with a mouse, simply hover the cursor to the top-right corner of the screen and select "Search."





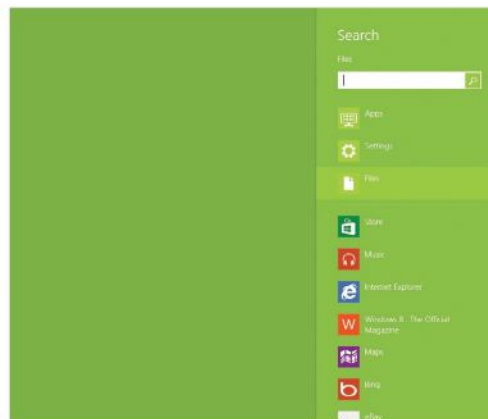
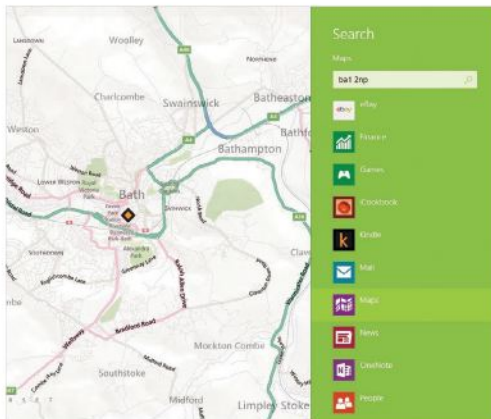
### 3 Begin typing

Now you'll see a text box. As you type, Windows 8 begins searching, so you don't have to wait to get results. The more you type, the narrower the search results become, but sometimes you only need to type part of the name to find what you're looking for.



### 4 Choose what to search for

You'll see three categories beneath the text box: "Apps," "Settings" and "Files," each with a number that indicates how many results the search has found in each category. Clicking on the name of the category displays the results. For a faster search, select the category first.



### 5 Search in apps

When you're searching, you'll see that under the three categories is a list of all the apps you have installed on your Windows 8 device. Clicking an app enables you to search straight from that app. For example, you could type in a postcode, then select the Maps app.

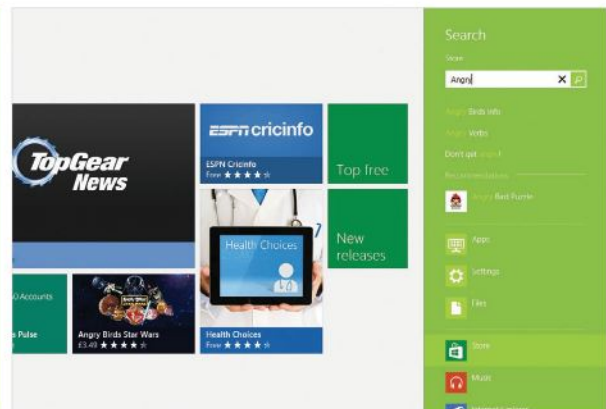
### 6 Search shortcuts

If using a keyboard, there's a number of shortcuts to speed up search. To search for apps, press [Windows] key and [Q]. To search for settings, tap [Windows] and [W]; to search for files, press [Windows] and [F]. If you're in an app, search within it by pressing [Windows] and [Q].



### 7 Search hints

When searching, Windows 8 displays hints as you type. This can be a great time-saving feature, because one of the hints may be what you were searching for. It can be especially useful when searching in apps or in the Windows Store, if you're not entirely sure about what you're looking for.



### 8 Make the most of search

Now you know how to get the best from the Windows 8 search function. In fact, these tips and tricks will help you in any part of Windows 8. For instance, did you know that you can begin typing in the Windows Store to start searching for apps, just as you can in the Start screen? ■

### Jargon buster!

#### Charm bar

A new feature in Windows 8, which contains five charms: Search, Share, Start, Devices and Settings. You can access them at any time in Windows 8 by either swiping your finger from the right-hand edge of the screen, or by moving your mouse pointer to the top-right or bottom-right of the screen.

#### Windows key

The Windows key is the one on your keyboard with the Windows logo on it. It can be used in a number of useful keyboard shortcuts by pressing it alongside another key. In Windows 8, it can also be used to quickly bring up the Start screen.

Learn how to...

# Master the Jump Lists

Open things easier than ever before

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

W

indows 8 is packed with fantastic features, but none gives you as much control over your files as the **Jump Lists**. These lists provide easy access to your most common files with just a couple of mouse clicks, and spell the end of those frustrating trawls through all your different document folders, looking for a file that you use all the time. As well as being a brilliant way to save time, clever Windows users have found ways to exploit Jump Lists to make them even more useful. We've been playing around with Jumplist-Launcher, a free application which enables you to build custom lists.

## Pin it

When you pin a site it appears in the top area of the Jump List menu. Just hit the pin to the right of something to pin or unpin it.

## Frequent files

Whatever you are using Jump Lists for is reflected in this area. In ours, you can see the websites that we most commonly visit.

## Pinned

BBC iPlayer - Don Letts: 08/10/20...

## Frequent

MSN UK | Hotmail, Messenger, L...

MSN UK | Hotmail, Messenger, L...

Welcome to Facebook - Log In, S...

MSN UK | Hotmail, Messenger, L...

Amazon.co.uk: nikwax

NatWest - You have safely logge...

eBay - one of the UK's largest sh...

## Tasks

Start InPrivate Browsing

Open new tab

Reopen last session

## List options

Near the bottom of all Jump Lists are options to do more with the program, such as unpinning it from the Taskbar or doing specific tasks.

## Taskbar jumps

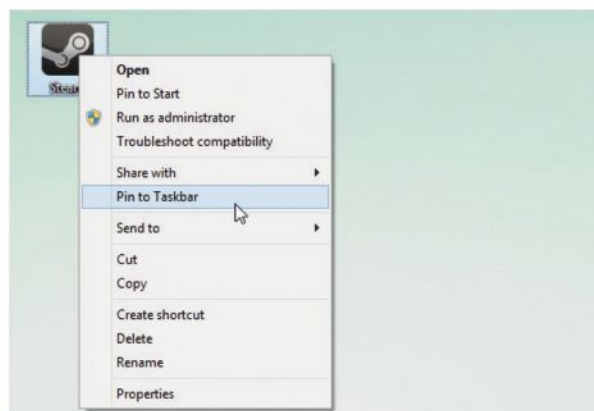
To access any Jump Lists, simply right-click any of the programs found in your Taskbar and the Jump List appears straight away.

## Master Jump Lists in Windows 8



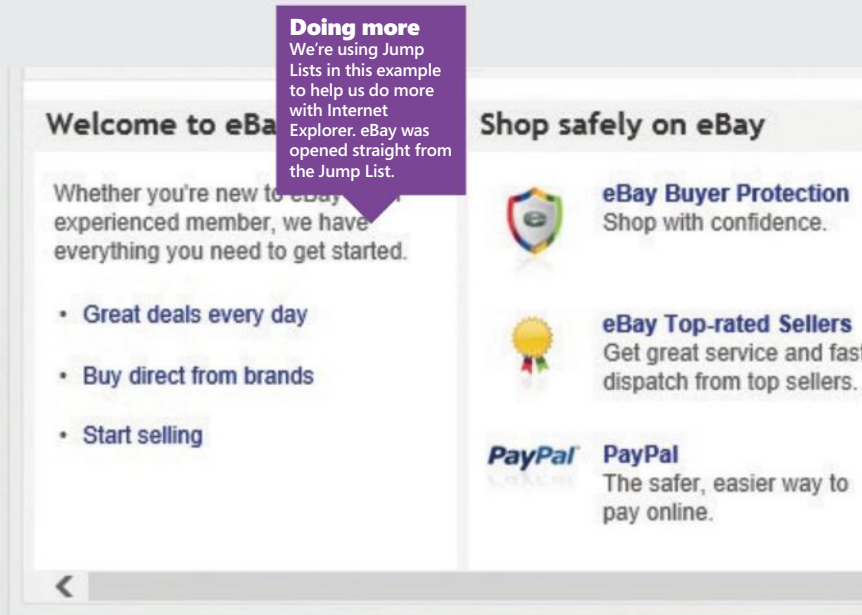
### 1 Pin it down

Apps found on the new Modern UI Start menu reflect the most commonly used programs in your arsenal, and it's possible to add them to your desktop Taskbar right from here. Simply click on one (or more) and right-click the bottom of the screen to activate the menu. Then, click (or tap) on the "Pin to Taskbar" option to pin it.



### 2 Tidy Taskbar

The **Taskbar** in Windows 8 works as a dock for all your programs, and you can launch your favorite software from there. If there's something you use a lot, pin it to the Taskbar—just right-click on the program icon on your desktop, and choose "Pin to Taskbar" to put it in place. Add more if you like.

**Jargon buster!****Icon**

A small image or logo that you double-click to access a file, program or folder.

**Jump List**

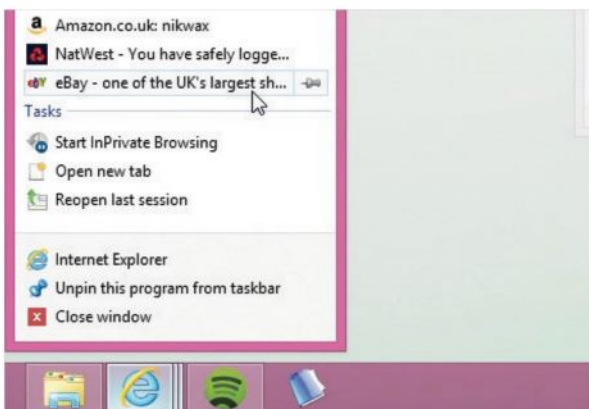
A Windows 8 feature where some programs have extra right-click menus, populated by recently used shortcuts, files and templates.

**Taskbar**

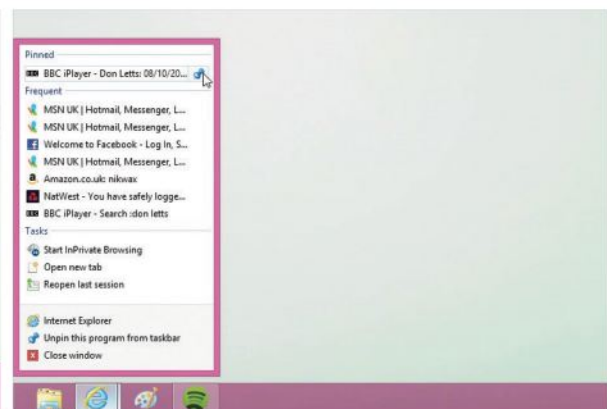
The bar at the bottom of the screen, which holds open programs, windows and folders. In Windows 8 you can pin programs to the Taskbar permanently.

**Unzip**

To make large files smaller, you can zip them up. Do this by right-clicking the file and choosing "Send to > Compressed folder." This file is unreadable until it is unzipped, using the right-click menu.

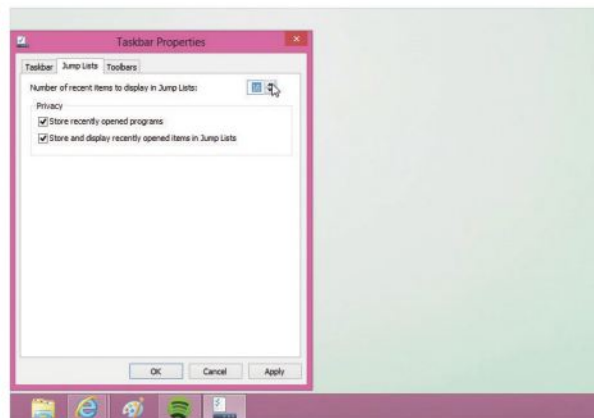
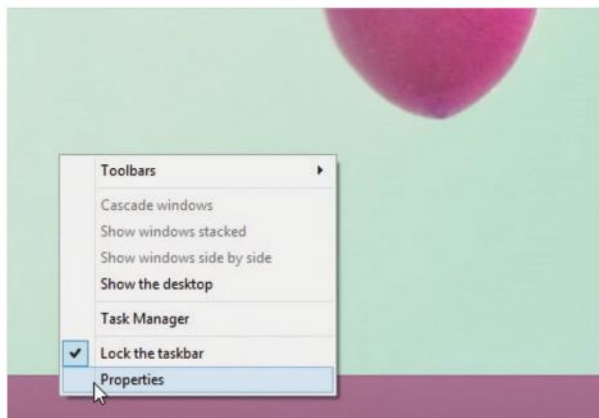
**3 Right-click to find the list**

Most programs, including Windows Live, Windows 8 programs such as Paint, and a selection of third-party apps, add Jump List functionality to the Taskbar. To access a program's Jump List, just right-click on its Taskbar icon—here, you can open the program or choose from recent files.

**4 Save time**

When you open files associated with programs on the Taskbar, they appear on the Jump List. By default, there's room for 10, and these change frequently as you open more files. If you want to ensure a file stays on the list, it's possible to fix items in place by clicking the pin icon to the right.



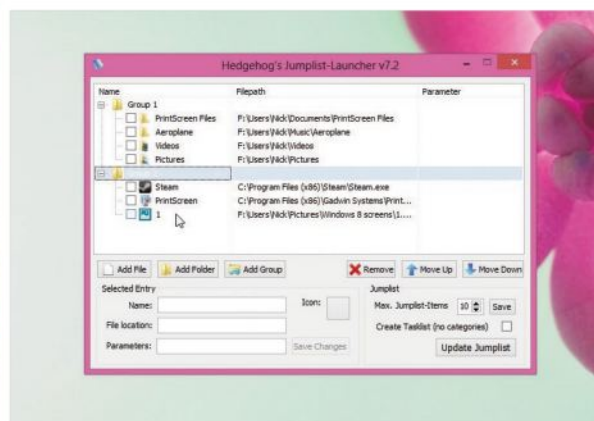
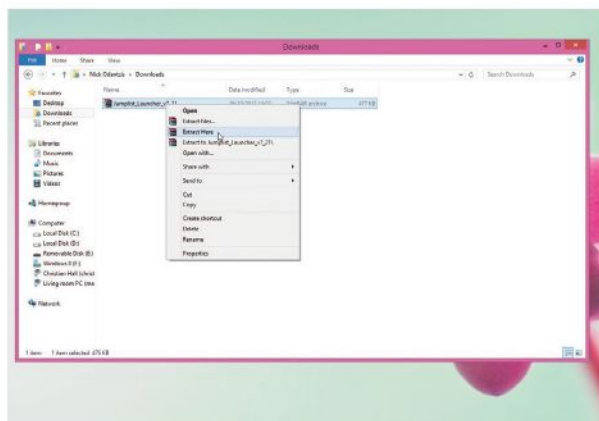


## 5 More for your money

Like most parts of Windows 8, the Jump List menus are fully customizable, and you can change the size of them according to your tastes using the Start menu properties. To start adjusting your Jump Lists, just right-click the Taskbar and go to "Properties," click the "Start menu" tab and choose "Customize."

## 6 Up the number

At the bottom of the Customize window you can increase or decrease the number of entries your Jump Lists display. The default is 10, but you can type in any number you wish, to create massive lists with access to all your files, or save on space with minimalist access as required.

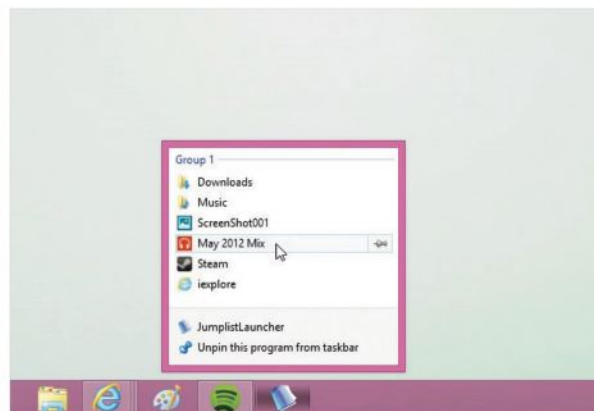
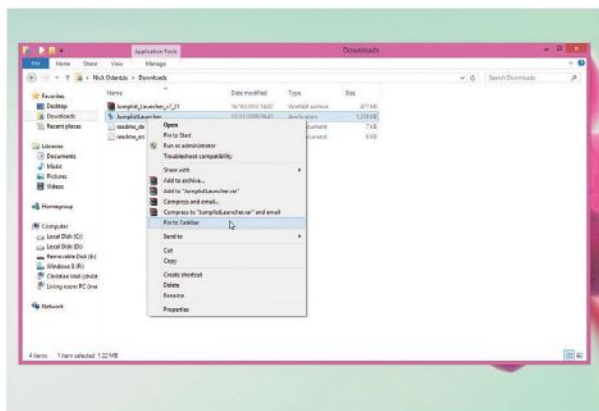


## 7 Set up Jump Lists

If the Jump Lists in Windows 8 help you work more effectively, try Jumplist-Launcher to build custom Jump Lists, available to download from <http://en.www.ali.dj/jumplist-launcher>. To open the file, you'll need WinRAR which you can get from [www.rarlab.com](http://www.rarlab.com). Click "Downloads" and pick the 32-bit or 64-bit version.

## 8 Customize

Once it's downloaded, **unzip** Jumplist Launcher, install it and as soon as it's set up and running, open it, then drag and drop files, programs or shortcuts into the main window. Once you've done this, it's easy to order your Jump Lists so they're as efficient as possible—just click the up and down arrows at the side.



## 9 Ready when you are

Once you've set up Jumplist-Launcher, you'll want it to stay on the Taskbar permanently, or you will be forced to reopen the program every time you restart your computer. To do this, just right-click the Jumplist-Launcher icon and then choose "Pin to Taskbar." Now it is always easy to access whenever you want it.

## 10 Ready for launch

Now when you start your computer, you can just right-click on the Jumplist-Launcher icon on your Taskbar to bring up the customized list you created earlier. You can pin these in place by clicking the small icons to the right of the items, just as with all your other Jump List options. ■

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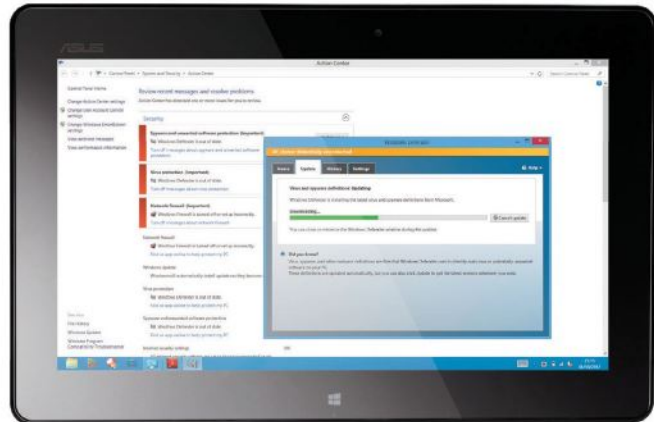
# Master the Action Center

Discover all you need to know about the Action Center—it's your one-stop-shop for all system messages, warnings, and updates in Windows 8

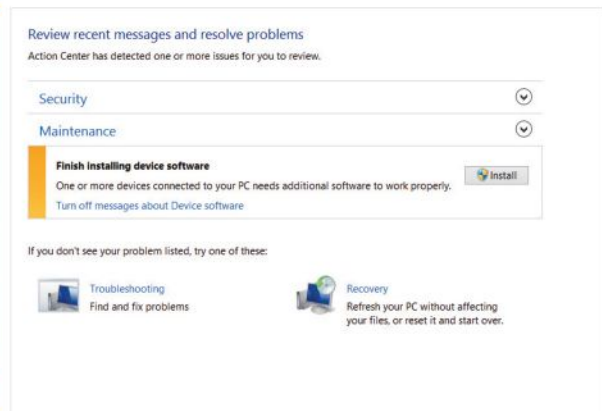
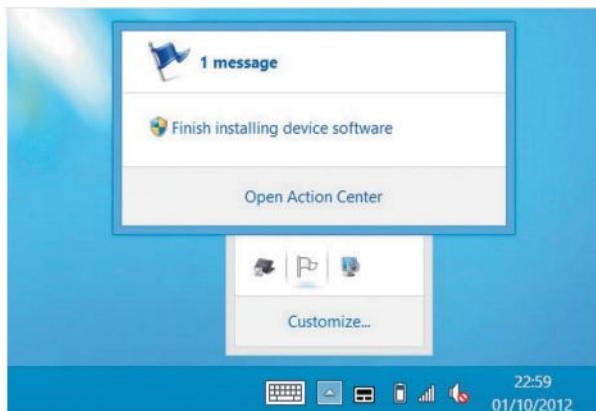
**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**T**he Action Center was first introduced in Windows 7 and it remains an essential feature in the new operating system.

It brings together all the warnings and pop-up messages you see in Windows, monitoring a wide variety of security and maintenance-related items. For instance, when you upgrade your PC to Windows 8, Action Center tells you about the applications that you'll also need to upgrade. When the status of something Action Center is keeping an eye on changes—perhaps your antivirus software is out of date—Action Center lets you know. You may see a pop-up appear from its Taskbar icon. Also, the status of the item within Action Center changes color to reflect the severity of the message. Windows 8 then recommends a course of action.



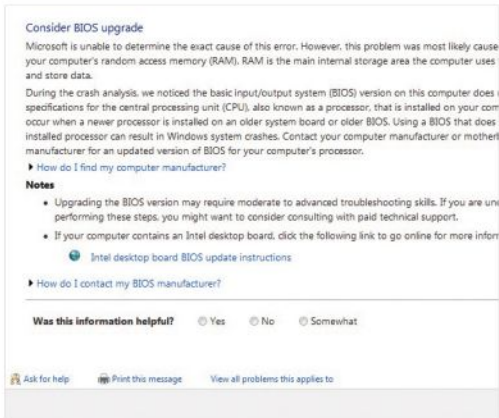
## Customize the Action Center



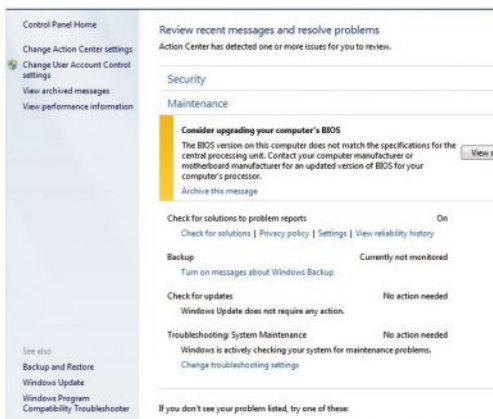
**1 See the notifications**  
Action Center appears as a small icon in the **notification area** on your Taskbar. Right-click the icon and you'll see a pop-up notifying you of outstanding issues and any other problems. As you can see, we have one issue, though there are usually more when you first install or use Windows 8.

**2 Defending your PC**  
Click "Open Action Center" on the pop-up (you can also right-click the icon or search for it in your Start menu). As you can see, there are now three issues to be dealt with—the extras are that we haven't set up **Windows Backup** yet, to save copies of our files, and **Windows Defender** hasn't been updated either.

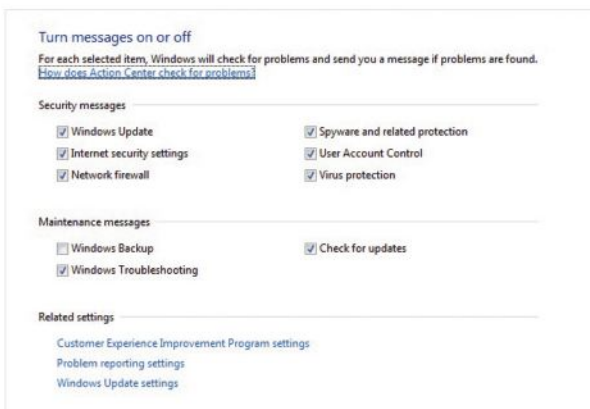




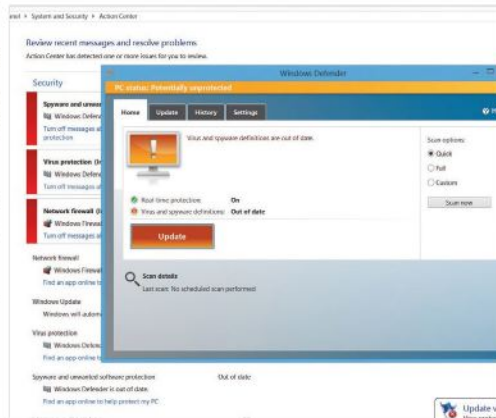
**3 Perform the action**  
Each issue has an action to perform alongside it—we've set Windows Defender to update. This is what the screen looks like when you view message details to see extra information. The Action Center recommends the best course—here it's downloading an update.



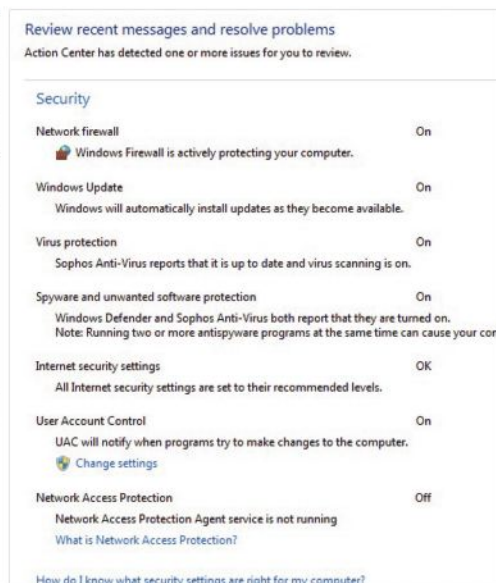
**5 Expand and contract**  
You can display or hide extra information using the arrows on the top-right. Here you can see the activities being monitored—our system is set to “Check for solutions to problem reports” automatically, so it looks online for solutions to any issues it encounters.



**7 Change settings**  
From the main Action Center window, you can configure settings—click on “Change Action Center Settings.” You can select the items you want to get warnings about, and also fine-tune Windows Update—the system Windows 8 uses to download updates to your computer—using the link on this window.



**4 Get secure**  
One of the most important things in Windows 8 is to make sure that you are protected from any harmful viruses. Underneath Security, make sure that your firewall and protection are turned on and fully up-to-date to deal with any new threats. Take heed of the warning!



**8 And that's it!**  
Once you've sorted out the issues shown in your Action Center, your window will look like this—fairly empty. Windows may flag some issues from time to time, though, such as new updates for software and drivers, as well as any issues with your antivirus, backup, or internet security. ■

## Jargon buster!

**Notification area**  
The portion of the Taskbar that displays icons for features that are always available.

**Windows Backup**  
The software within Windows 8 that enables you to schedule file backups.

**Windows Defender**  
An application that helps protect your computer against pop-ups and spyware.

## 6 Get on top of security

While you're having a look around Action Center, it's definitely worth taking some time to check out the contents of the Security section. In here, you'll be able to see exactly what kind of spyware and antivirus protection you currently have on your computer, and if you need to update it. Here you can see that Windows 8 is reporting that both Windows Defender and our third-party antivirus application are running smoothly.

DO THIS NOW...

# Explore under the hood

Windows 8 has plenty of power behind the scenes

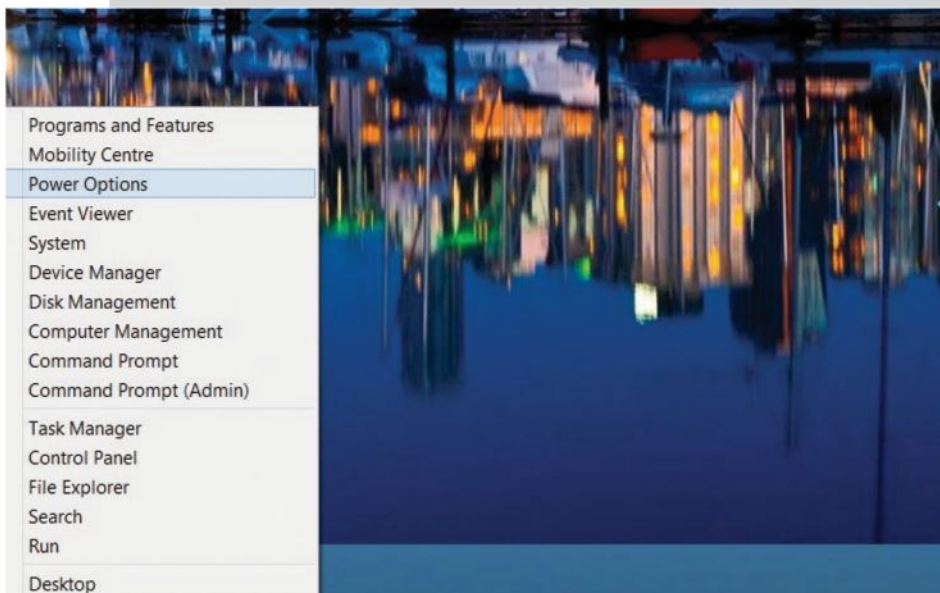
## App switching

You can switch between running apps by using [Alt]+[Tab] or swiping your finger in from the left, but there's another way you can view which Windows 8-style apps are running. Holding down the [Windows] key and pressing [Tab] displays a pane on the left with your running apps. To see this with the mouse, move your cursor to the bottom or top-left corner of the screen, wait until the thumbnail appears, then drag down or up, depending on which corner you go to. You can always press [Ctrl]+[Shift]+[Esc] to see all running apps in the Task Manager, if you want extra detail about how much memory and CPU power each app is using.



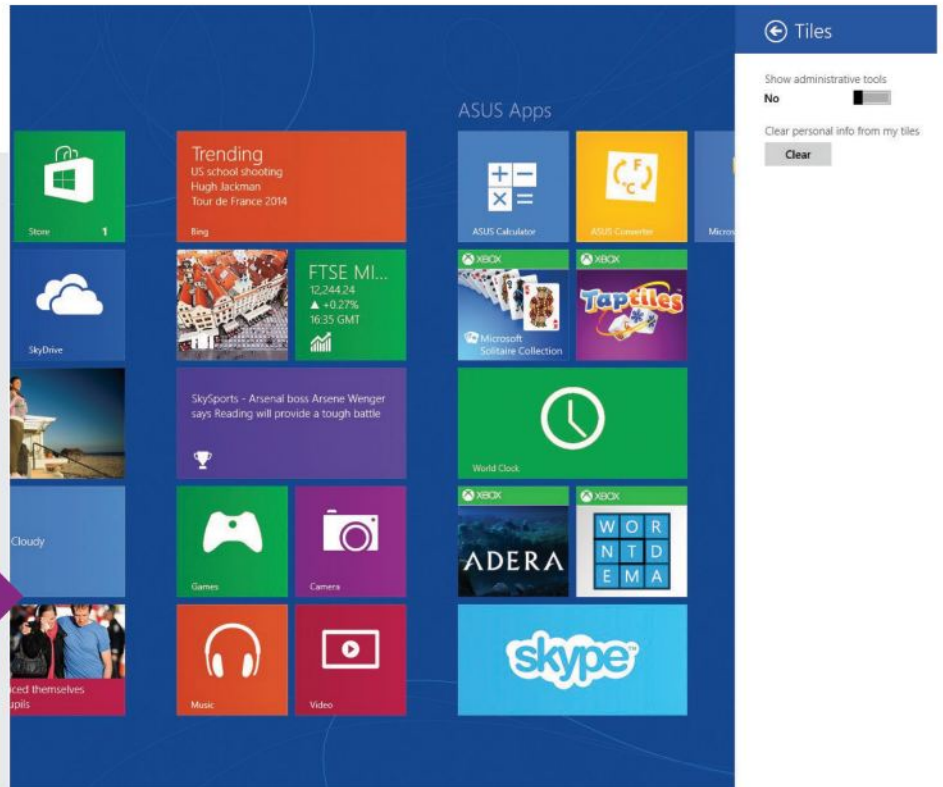
## Find essential tools

The powerful new User menu is a power user replacement for the old Start menu. Move your mouse to the very bottom-left and right-click. This works in any screen, and contains quick links to all of the most important administrative functions you could possibly need when setting up or keeping your PC running smoothly. From here you can get directly to the Device Manager or Disk Management dashboard, and start tweaking things immediately. These are all the key tools you should need for the administration of your computer, but you can always choose to go to the Control Panel for extra options.

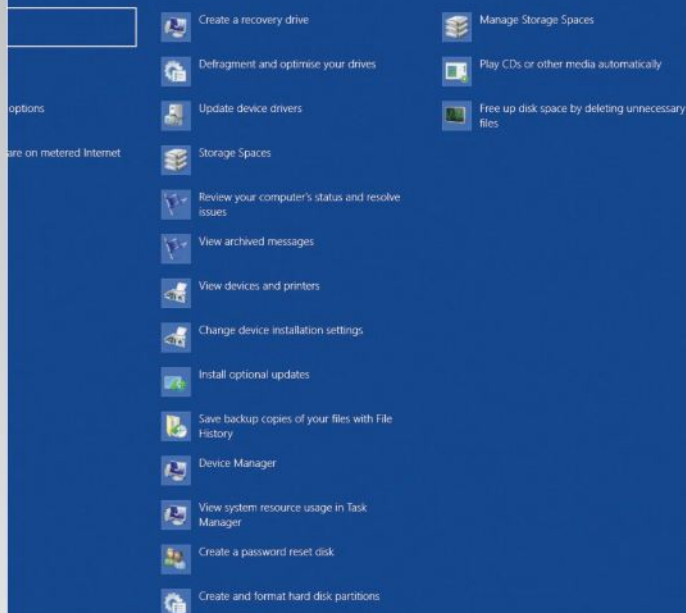


## Access more tools

You can get the Windows administrative tools on to your Windows 8 Start screen via the Charms bar. Open the Charms bar from the Start screen by flicking your finger from (or moving your mouse to) the right-hand side, and select Settings, then Tiles. Change “Show administrative tools” to Yes, and click on an empty part of the Start screen. Scroll to the right and you’ll find a host of new tiles for key applets—Performance Monitor, Event Viewer, Task Scheduler, Resource Monitor, and more—ready to be accessed at a click. When these tools appear, they may be mixed in with other shortcuts, but you can move them to a single group if you like.



## Results for “drive”



## Search for tools

If you want to find specific Control Panel features in Windows 8, you don't have to browse for them—you can just search. Go to the Search charm and tap/click Settings or press [Win]+[W] to launch the Search dialog, then type part of the name of what you want to find. If you type “drive,” for example, you'll get anything related to that term—BitLocker, Device Manager, back-up tools, disk cleanup, and interesting new features such as Storage Spaces. The Apps search is also pretty powerful, while you can change what you're searching within the Search dialog; just click or tap the app you want to search in or the type of file you want to find.





## 25 TOP TIPS FOR...

# Mastering the ribbon

Become an Explorer wizard with these essential tips

**1** Open an Explorer window, find and select a file, and click the “Home” menu. By clicking the “Copy Path” icon, you pop the file’s location on your clipboard; paste it into a text document so you can find the file later on. Paste it in the address bar to go straight there.

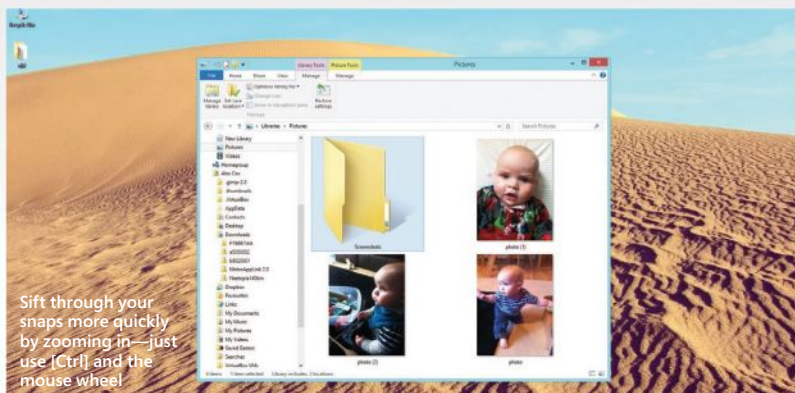
**2** Still in the ribbon’s Home menu, check out the “Easy Access” box. It gives you quick ways to pin an item or folder to your Taskbar, include a folder

in a Library, or add it to your favorites.

**3** The Easy Access menu also includes Map as Drive. If you’re connected to a network, this enables you to choose any network folder and treat it as though it were a drive connected directly to your machine. Make sure “Reconnect at sign in” is selected.

**4** If you have a SkyDrive account, you can use the Map as Drive tool to add a direct connection to it from Explorer. Download the app from <http://skydrivesimpleviewer.codeplex.com/>, run it, log in, and copy your WebDAV address at the top. Then click “Connect to a website” at the bottom of the Map as Drive tool, paste the address, and you’re connected.

**5** Once you’ve hooked up a network or SkyDrive folder, make sure you don’t lose files if that resource goes offline. Just select the file you want to keep, bring up the Easy Access menu, and select “Always available offline.”



6

The Home page of the ribbon includes a “History” button that gives you quick access to any file’s recent changes. So if you’ve made a mistake and saved over a critical file, you can restore it to its former glory quickly.

7

Opening a picture, for example, in Explorer, throws you into the Start screen Pictures app by default. This is annoying. Luckily, you can choose to open the image in something else, such as Paint. Right-click an item and use “Open With,” or click the button on the Home page of the ribbon.

8

You can use an alternative to the Open With menu if you use a separate viewer and editor for files. Check the Home menu for the “Edit...” button; this opens a picture in Paint, for example, even if the default viewer is Pictures.

9

The Select portion of the Home menu has one particularly useful function: “Invert Selection.” With it you can click a file or two that you don’t want to be selected from a bunch, then select the rest with a single click.

10

The “Move to” and “Copy to” commands on the Home menu are particularly useful because they remember the folders you’ve used most recently.

11

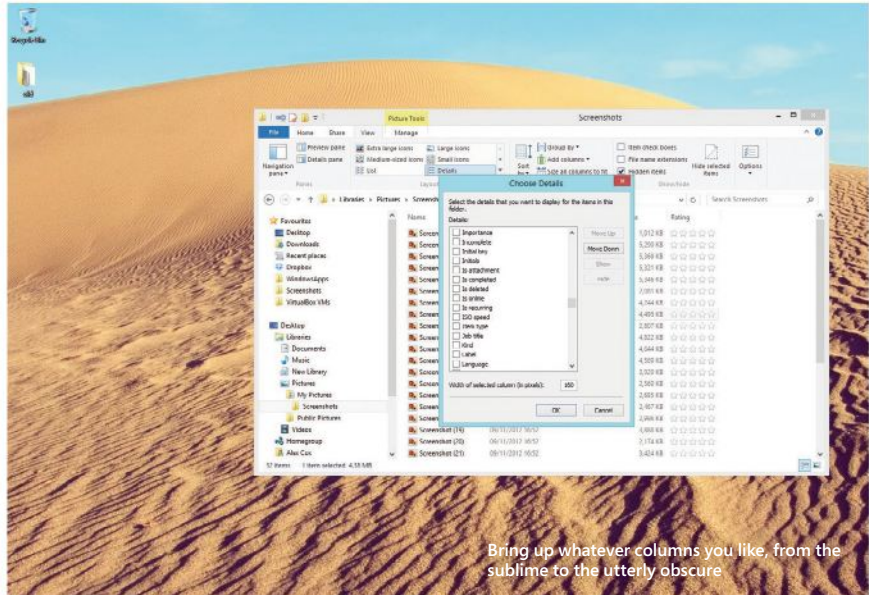
If you’ve got a collection of files you want to stick on a CD-R or DVD-R, the “Burn to Disc” icon (on Explorer’s Share menu) is handy. Just make sure the files fall within the capacity of the disc you’re trying to burn.

12

There are two modes in which you can burn a disc. If you intend to use it on any non-Windows device (such as a DVD player), choose Mastered mode, which prevents further writing. Otherwise choose Live mode, so the disc can be written to again.

13

If you regularly use the quick access toolbar at the top of the Explorer window, you should know that you can pin any ribbon button to it. Right-click the button and select the option.



Bring up whatever columns you like, from the sublime to the utterly obscure

14

Check out the View menu. The most obvious option is “Layout,” which enables you to set the size of your icon, and how much info is displayed. Hover your mouse over one of the options to see a preview of how it’ll look.

15

You can change the size of the icons in an Explorer window by holding [Ctrl] and spinning the mouse wheel. The settings apply only to the current folder, and stay the same when you return to the folder later on.

16

The Detail view is the most useful of all the icon views. You can click the headers at the top of each column to sort the files by whatever information is in that particular column—name, size, date modified, and so on. Click again to sort in the opposite order.

17

You can make some fairly significant tweaks to the Detail view. If, for example, the Size is most important, just click, hold and drag its column header to reorganize its placement in the Explorer window.

18

Drag the edges of a column in the Detail view to make it wider or narrower, or right-click any column and choose whether to size that one to fit or to do it to all of the columns.

19

You can add columns in the Detail view. Right-click any column header to see a list of potential information that could be added—much of which only applies to specific file types, such as MP3s or photos—and click “More” to see an utterly comprehensive list.

20

You can duplicate the view you’re using for all folders of the same type on your drive; click the “Options” icon on the right of the View menu, go to the “View” tab, then click the “Apply to Folders” button at the top. Confirm your selection, and it’s done. The “Reset Folders” button reverses this action.

## Quick tips

21

You don’t have to use the Navigation pane, if you’re comfortable without it. Just go to the “View” tab of the ribbon, click on “Navigation pane,” and switch it off.

22

Perhaps you just want to resize the Navigation pane? Move your mouse to the edge where it meets the current folder, and the cursor turns into opposite-pointing arrows. Click, hold and drag to resize it.

23

If you want to find your current folder in the Navigation pane, just click the “Navigation” button on the View tab, and select “Expand to current folder.”

24

There are more panes to try. The “Preview pane” button brings up a look at the item you’ve got clicked, while the “Properties pane” shows extra information.

25

Click the “Navigation” icon and select “See all folders” to increase the number you can see in the left-hand pane—extra handy for moving files around.

Learn how to...

# Bypass Windows 8 Start Screen

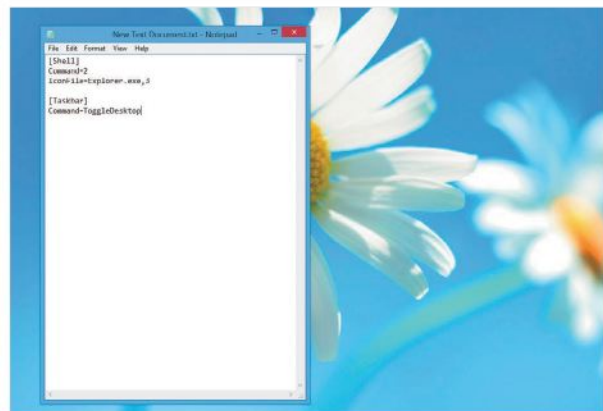
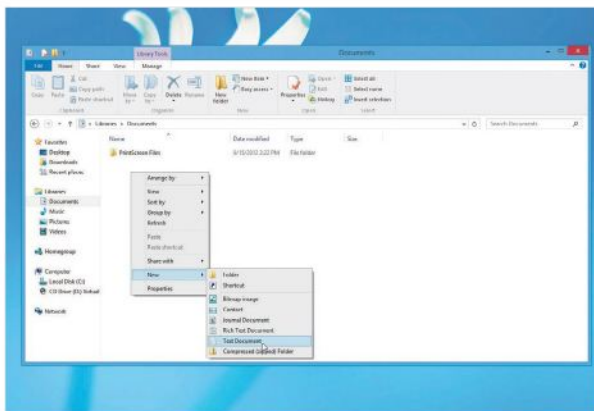
If you want Windows 8 to go straight to your desktop when it starts, as in previous versions, it's easy to achieve with just a few minor tweaks

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

One of the biggest changes to Windows 8 from the previous versions of Windows is that when you start up the operating system, you are taken straight to the brand-new Start screen. From here, you have quick access to all your favourite Windows 8 apps, through the attractive and informative Live tiles that keep you posted about new events in your apps. However, if you'd rather Windows 8 went straight to the desktop, where you can run more traditional Windows programs, then there is an easy solution. Best of all, this solution is just as easy to remove as it is to install, so while going straight to the desktop can help make the leap to Windows 8 more familiar when you first start using it, if you then want to fully embrace the Start screen at a later date, it's easy to switch back.



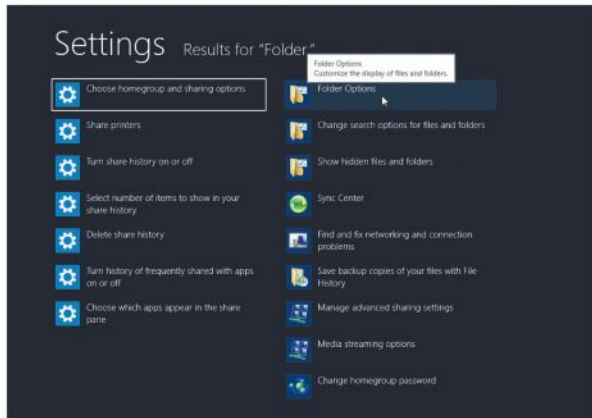
## Load your desktop on startup



**1 Create a file**  
Start Windows 8 and go to the desktop. Now, open the Documents library, then right-click and select New > Text Document. This creates a new blank text document in your Documents folder. We are going to turn this simple text document into a small program.

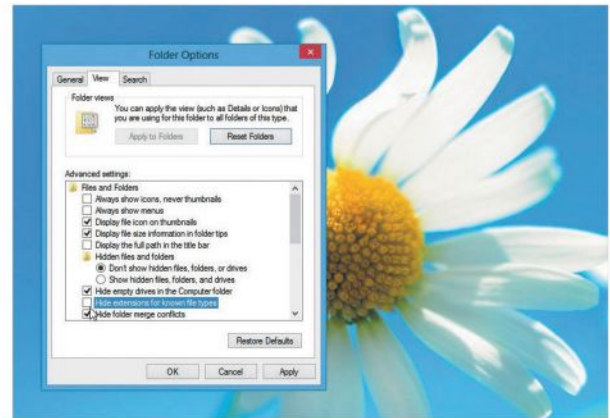
**2 Enter the script**  
To do this, open your new text document by double-clicking it and then enter the following text exactly as it appears in the screenshot above:  
**[Shell] Command=2 IconFile=Explorer.exe,3**  
**[Taskbar] Command=ToggleDesktop**





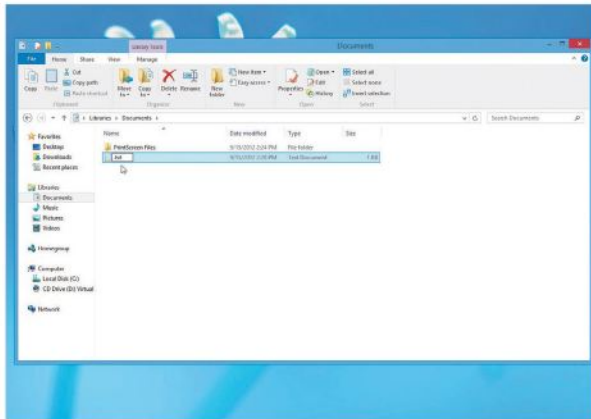
### 3 Save the file

Now, select File > Save to save the file, and then close the text document. Next, touch (or click with your mouse) to the top-right corner of the screen and select the Search charm. Type "Folder" in the text box and then, beneath it, select Settings. Now, click on Folder Options.



### 4 Change folder options

On The Folder Options window, click the View tab and then scroll down until you see the option that says "Hide extensions for known file types." Make sure this item is not selected, and then click OK. This will allow you to see the relevant extensions for your files.



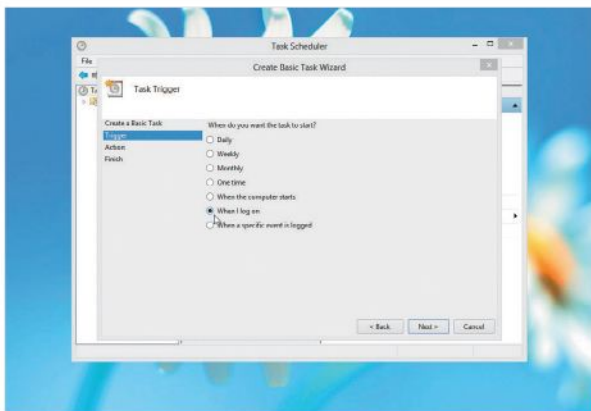
### 5 Change the file type of the text document

Now, go back to the Documents folder where the text file you created was saved. It should now be named "New Text Document.txt." Right-click the text document and select Rename. Press [Del] on the keyboard and the name disappears, but the ".txt" extension remains. Select and remove the ".txt" extension.



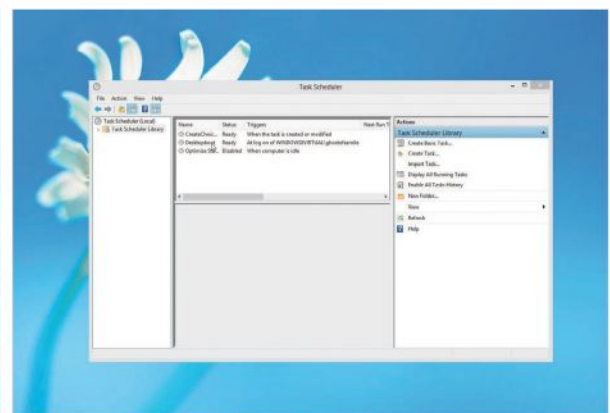
### 6 Name the file and open up Task Scheduler

Now, name the file "bootdesktop.scf" (without the quotes) and hit [Return]. You're asked to confirm the change. Click Yes and the icon for the file changes. Now, touch (or click with your mouse) the top-right corner of the screen and select the Search charm and type in "Task" (again, without the quotes), select Settings, then "Schedule tasks" on the left.



### 7 Create the task

In the Task Scheduler window, select "Create Basic Task...". Give the task a name, such as "Desktopboot," then click Next. In the next screen, select "When I log on," then click Next again. Select "Start a program," then Next. Now, click Browse and select "bootdesktop.scf." Click Next again, then Finish.



### 8 Go straight to the desktop!

Now you can restart Windows 8 and after you've logged in, you are taken straight to the desktop. Later on, if you want to enable going to the Start Screen first, open up the Task Scheduler as in step 6 and select "Task Scheduler Library." Find the task you named Desktopboot, right-click it, and select Disable. ■

Learn how to...

# Start afresh!

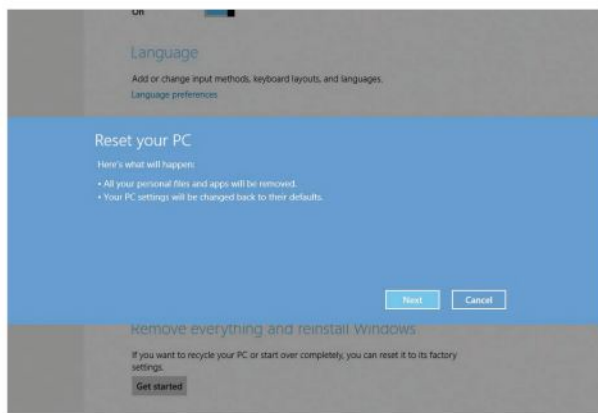
You can get that from-the-box feeling once again by giving your Windows computer a refresh or complete reinstall—it's easy to achieve when you follow this handy step-by-step guide

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**A**lthough Windows 8 hasn't been out for long, many of you will no doubt have started to get deep into what the new operating system has to offer. After a while, however, through continual use, and as files accumulate, you might notice a drop in performance. The great thing about Windows 8, though, is that turning back the clock and getting your PC fresh once again is easier than ever. There are no lengthy and complicated procedures to follow—just a few button presses and away you go. Even if you've just bought a new PC, you might want to consider this procedure, because manufacturers tend to pre-install software that is not only unwanted, but can also slow it down. By doing a refresh, you can make Windows 8 totally fresh—as it should be.

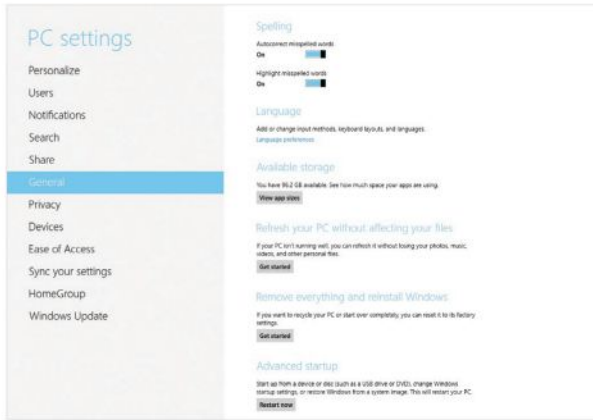


## Refresh and reinstall Windows 8



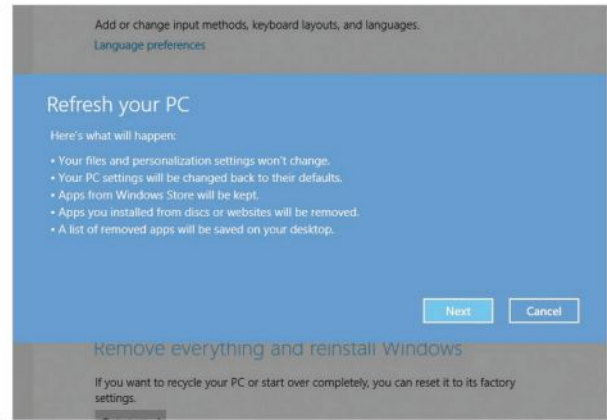
**1 Refresh or reinstall**  
There are two ways of getting your PC back to a new state—the first is refreshing your PC, which basically rejuvenates it without deleting your apps, files and settings. The other is to reinstall Windows, which is the more extreme of the two options and causes you to lose everything, and reset it back to factory settings.

**2 Choose wisely**  
So, you need to decide which option is for you. If you have performance problems, you should certainly try refreshing your PC. If that fails, a reset is the only answer. Go to the Charms bar, choose “Settings > Change PC settings” and then choose the “General” option from the menu bar.



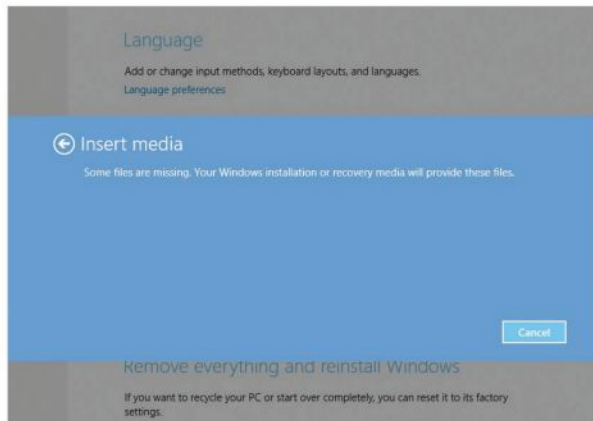
### 3 Refresh it

Scroll down to find both settings near the bottom. If you choose the “light” route of a refresh, you can get that shop-fresh feeling without having to back up your files beforehand. Underneath where it says “Refresh your PC without affecting your files,” tap on “Get started” to begin the process.



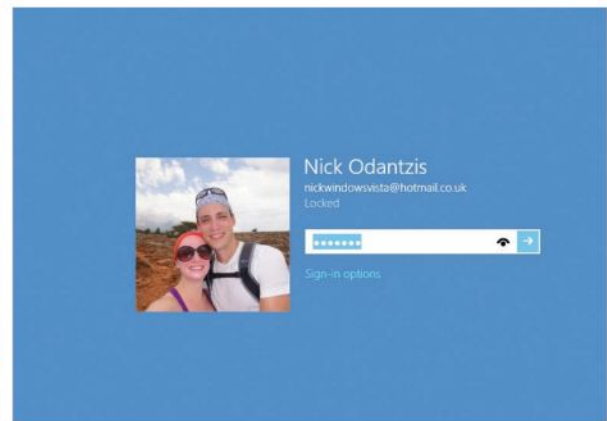
### 4 The process begins

You'll now see a screen that says “Refresh your PC,” giving you a brief overview of what apps, files and settings will remain after it's completed. The main thing to note is that programs on the desktop (not the Start screen) will be removed. There is a way of refreshing your PC and keeping these programs, but it's a complicated process.



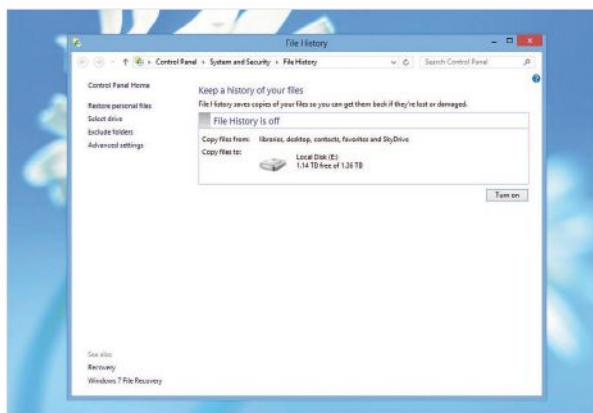
### 5 Preparing your PC

Hit “Next” and Windows 8 starts preparing the refresh process. On the following screen you'll notice that the process seems to have hit a stumbling block. You need to have your Windows installation disc inserted for it to continue. Once you've done this, it tells you that your PC is ready to be refreshed, so hit the “Refresh” button.



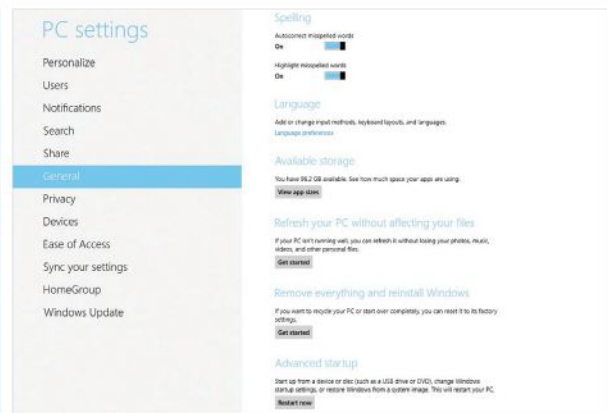
### 6 Start again

Refreshing your PC takes about 5 to 10 minutes, and once it's done it restarts and you're taken to the login screen. Just enter your Microsoft Account sign-in details and the Start screen appears. Go to the desktop and you'll see an icon called “Removed Apps.” Open it and it tells you which desktop programs were removed.



### 7 Go the whole hog

If you want a completely fresh start, the reinstall option is the one to go for. With this route, you lose all your files, so if you want to keep them, we suggest you first back up your files to an external drive, or alternatively you should back up your entire PC using the File History facility.

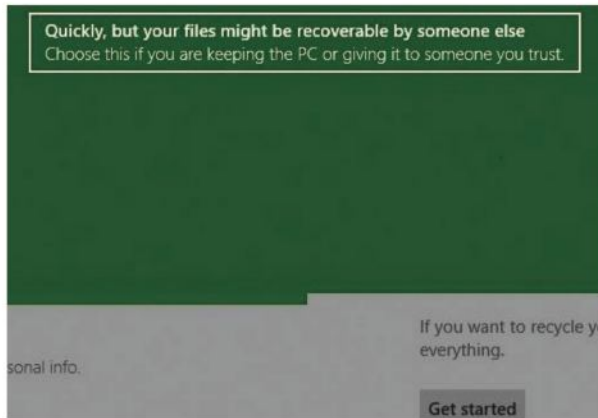


### 8 Start reinstalling

Now that you're ready to do the big reinstall, you need to go to the Charms bar once again, select “Settings > Change PC settings,” select “General” from the list and scroll down until you see “Remove everything and reinstall Windows.” Then hit the “Get started” button to begin the reinstallation process.

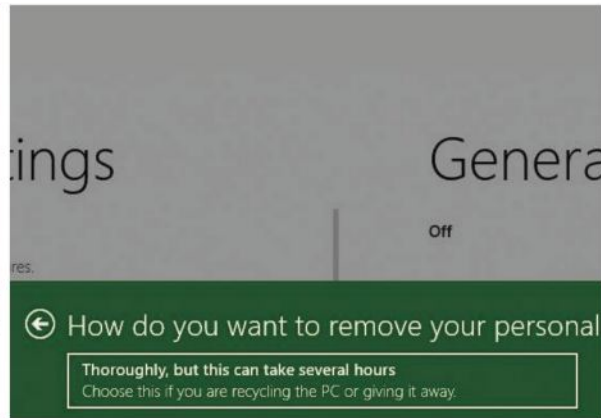


## ■ UNDER THE HOOD



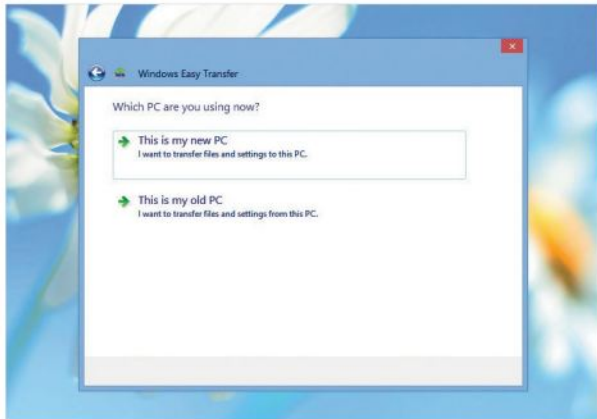
### 9 More options

Windows now gives you two options, depending on the type of reinstall you would like. The first one—"Just remove my files"—is a basic option which reinstalls your PC to factory settings in the same amount of time as a refresh, but there's no guarantee all files will be completely erased. This option is fine for most people.



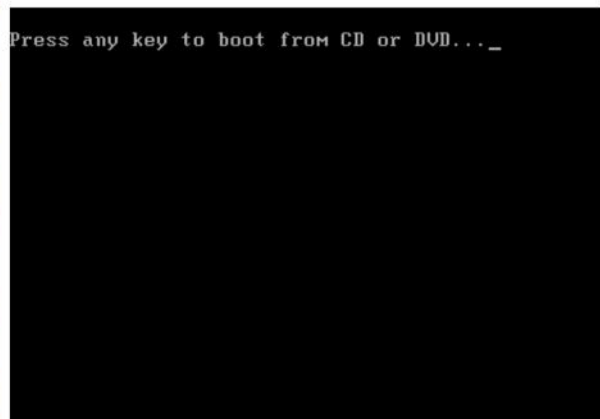
### 10 Remove everything

The second option—"Fully clean the drive"—takes a lot longer to complete, but it's far more thorough and erases all your data for good. This is perfect if you store sensitive data on your hard drive and you worry about theft. So, choose the one that suits you and sit back while your Windows 8 PC is reinstalled to its original settings.



### 11 Restore settings

Once your PC has gone through the reinstallation, it restarts and you need to input some set-up details again. Back in Windows, your next step should be restoring your files and settings from the backup you created using File History. Or you can just transfer your backed-up files using Windows Easy Transfer.



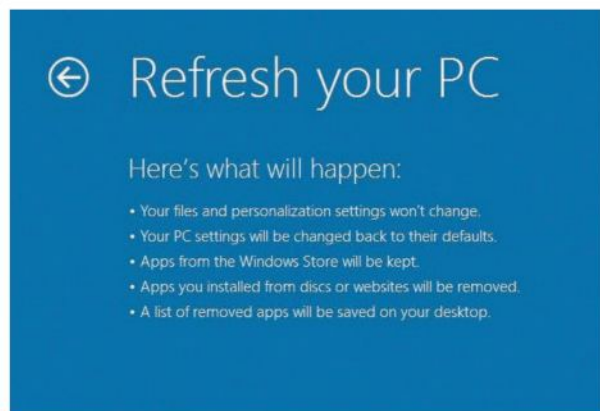
### 12 Refresh from boot

If something serious has happened to your PC, you might want to do a refresh to fix the problem. But what if you can't actually boot your PC into Windows to get to the refresh option? Well, you can insert your installation disc upon startup, and when prompted hit any key to boot from the disc drive.



### 13 Don't install

Choose your language on the screen that appears, and click "Next," but don't be tempted to hit "Install now" on the next screen. Instead, select "Repair your computer" from the bottom-left and hit "Troubleshoot" on the next screen. Click or tap "Next," choose "Windows 8 operating system" and then choose "Refresh" to begin.



### 14 That fresh feeling...

Now that you've followed this guide, you know how to refresh and reinstall your PC and, more importantly, you know which option is best suited to you. Remember, if your PC starts to slow down or if something isn't working quite right, a refresh is a great option, which will bring your PC back to life in no time at all. ■

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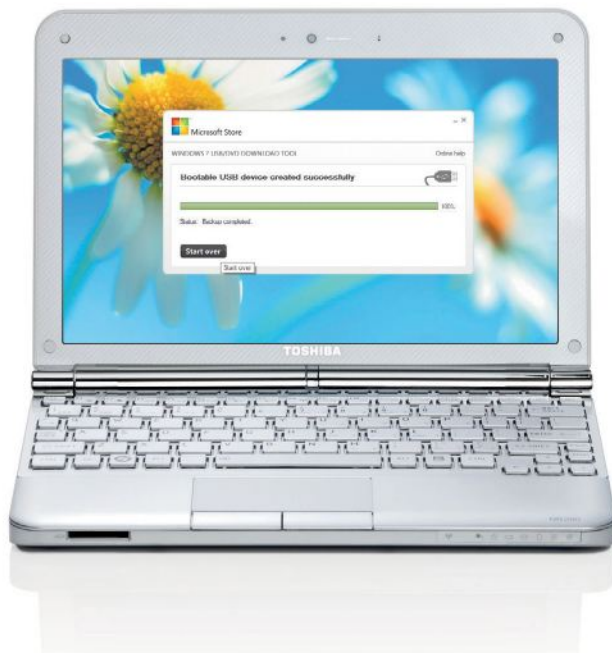
Learn how to...

# Create a bootable USB stick Windows installation

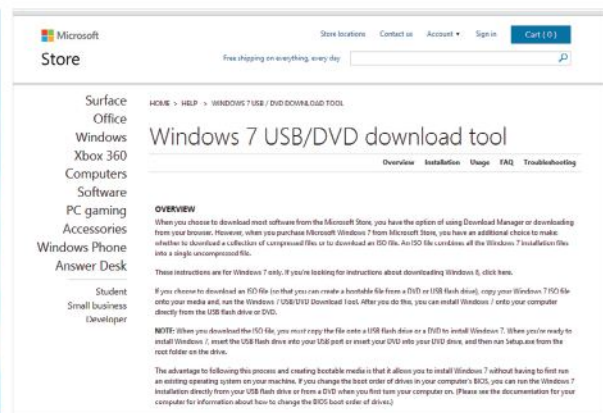
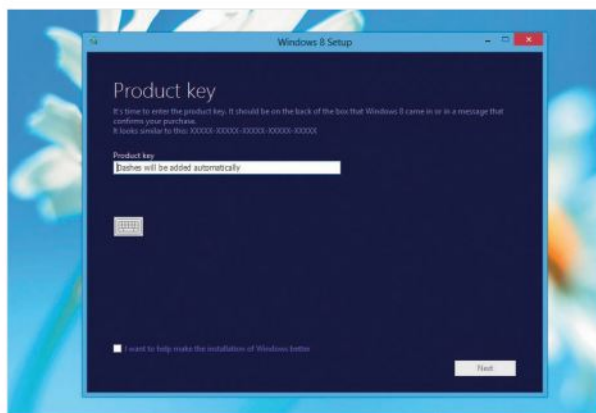
Make Windows 8 reinstalls super-easy!

**WORKS WITH**  
Windows 8  
Windows 8 Pro

**R**einstalling Windows isn't always a walk in the park. It can take a lot of time to complete, and this is the main reason why many of us try to put it off for as long as possible. It could quite easily take an entire day to install updates and drivers, let alone all your favorite applications. Thankfully, Windows 8 has now made doing this easier than before, but it's still not ideal—when you have to perform a reinstall, you need to have your Windows 8 installation disc handy. If you can't find it, or if you downloaded Windows 8 via Microsoft's website, you can quite easily install the operating system to a USB stick instead—and what's more, you can make this bootable, too. What you need is a USB stick with a minimum of 4GB free, your Windows 8 **ISO image**, and a product key.



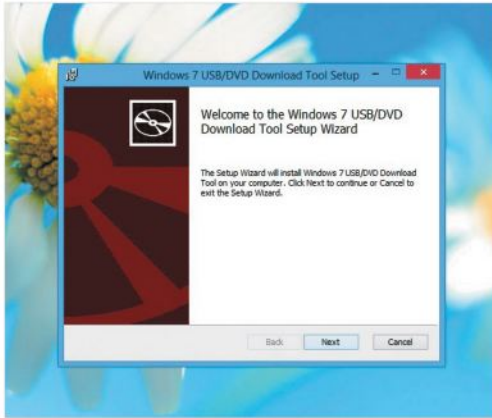
## Make a Windows 8 USB install



**1 Prepare your ISO**  
Make sure you've got your Windows 8 ISO handy. If you've got a DVD install, you can create an ISO by downloading Microsoft's tool, available at <http://bit.ly/PUu9yG>. Just enter your product key, follow the instructions and choose "Install by creating media," then select the "ISO file" option to save it to your hard drive.

**2 Get the USB maker**  
Once your ISO is ready and waiting on your PC, you can go ahead and start preparing your Windows 8 USB install. First of all, you need to download the Windows 7 USB/DVD download tool (ignore the 7 bit) from <http://bit.ly/gdCUBs>. Underneath where it says "Installation," hit the link, save it and open the installer.





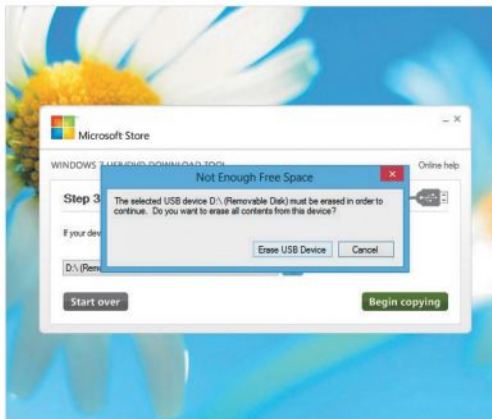
### 3 Open the USB installer

Follow the prompts to install the Windows 7 USB/DVD download tool, and once it's installed, look for a new icon that appears on your desktop immediately afterwards. Double-click this icon to launch the USB installer and you can begin the USB stick installation.



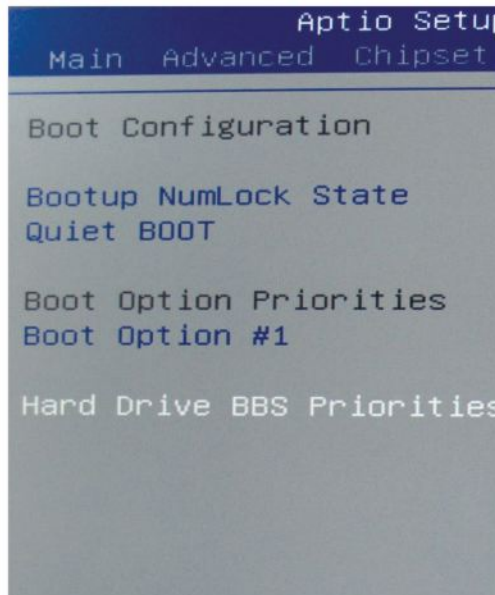
### 4 ISO hunt

Just hit the "Browse" button and search for the ISO file you have just stored on your hard drive. Double-click to open it and hit "Next." Then, in Step 2, just choose the type of media to install to—in this case, select "USB device" and you're taken to Step 3.



### 5 Format and install

Now, simply select the USB drive you've plugged in and hit "Begin copying." If the drive has anything on it, you're prompted to format it. Select "Erase everything" if you're happy to proceed and now your USB installation begins. Once finished, you can try booting from it.



### Jargon buster!

#### BIOS

A simple operating system that holds the computer's core settings, and loads when your PC first powers up to initialize and test key components, before handing over to Windows.

#### ISO image

An archiving format that is a direct replica of a CD or a DVD, hence the term image. Often used for burning another copy of the disc.

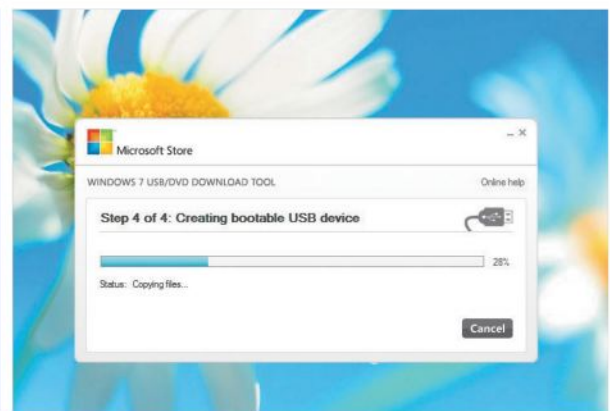
### 6 Boot order priority

Restart your PC and look for the prompt on screen that allows you to get into your BIOS to change the boot order of your machine. In our case, we just needed to press [Del] to get in. Once accessed, move across to the "Boot" tab using the arrow keys, then move down to the "BBS priority" option, hit [Enter] and change the first boot order to the USB drive you've inserted. The second boot order automatically changes to your main hard drive.



### 7 Windows 8 installation

Once you've finished getting your boot priorities in order, hit [Esc] to get back to the main menu, then use the arrow keys to move across and hit "Save and Exit" (or press [F10]), and you'll leave the BIOS. Your USB drive should now boot into the newly created Windows 8 installation. From here, you can begin a boot reinstall.



### 8 Easy reinstall

Congratulations! If you ever have a problem that prohibits you from starting your Windows 8 machine, there's now an easy way to do the Windows 8 installation process to reinstall or repair your machine. It's also handy just to have around, in case you lose your DVD drive, or—of course—if you never had one to begin with. ■

Learn how to...

# Speed up your PC

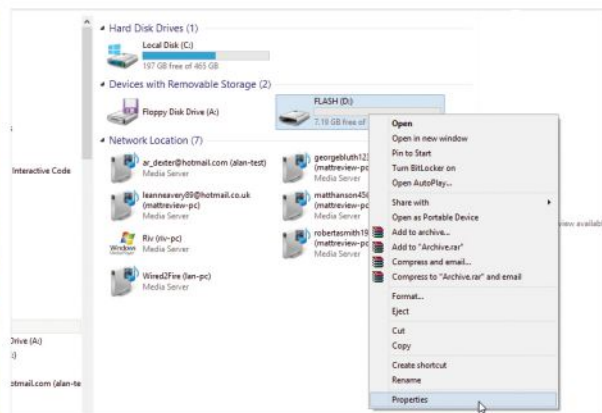
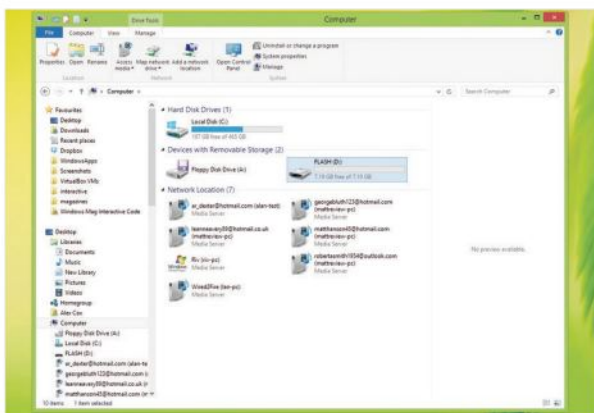
The ReadyBoost feature in Windows 8 enables you to borrow memory from flash devices and help keep your computer running fast

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**R**eadyBoost is a Windows feature—first introduced with Windows Vista, but drastically improved in Windows 7—that enables you to borrow flash memory from **USB drives**, Compact Flash and SD cards to give your computer a memory boost. This feature is particularly useful when your PC is running low on memory and its performance is becoming sluggish. Usually, when your PC's memory is running low, Windows has to turn to your hard drive to store data it needs to access quickly, whereas ReadyBoost gives it the option of using external flash memory, which is a much speedier alternative. In Windows 8, ReadyBoost can now handle up to eight flash memory devices simultaneously, giving a maximum of 256GB extra memory, which can come in handy for demanding tasks such as editing photos and videos.

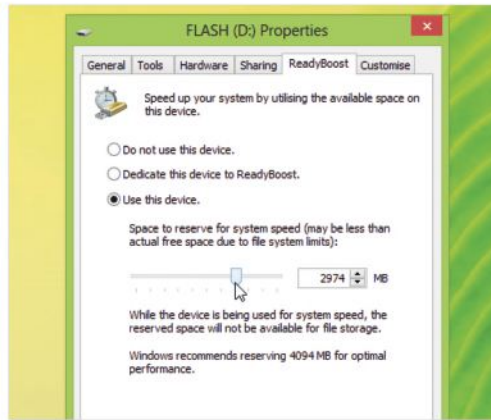
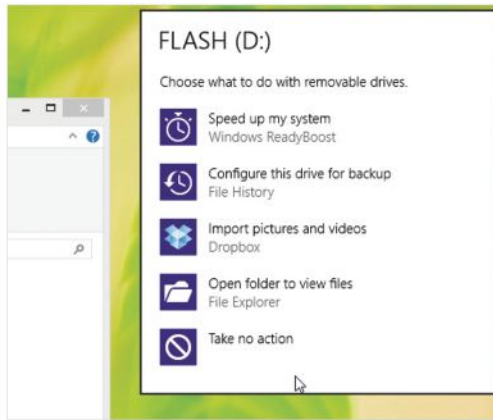


## Start using ReadyBoost



**1 Add your flash memory**  
Windows ReadyBoost can make a real difference to your PC's performance. It works with most flash storage devices, but make sure your device has at least 1GB of free space before you begin. It's OK to use a device that has files on it, because ReadyBoost just uses the remaining space. Connect your flash device to your PC.

**2 Open your options**  
Your computer should detect your external flash memory when you plug it in, and an AutoPlay menu should pop up. If the AutoPlay menu doesn't appear, click on "Computer," then right-click on your flash device. Now click on "Properties" and select the "ReadyBoost" tab. Click "Speed up my system."



### Jargon buster!

#### RAM

Random Access Memory, which stores information on what you're doing. The more RAM, the faster it can recall your information, and the better your computer runs.

#### USB drive

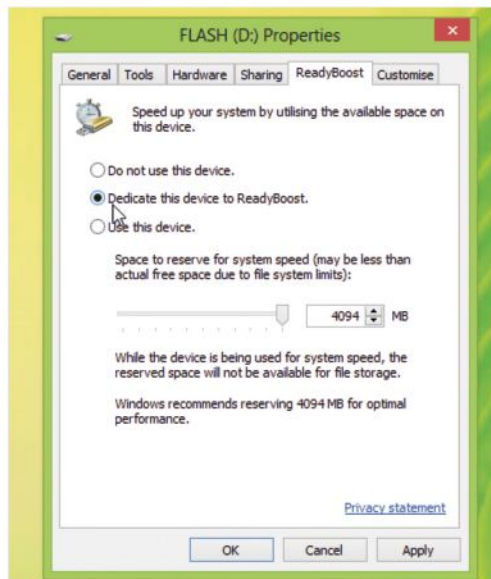
A small, portable data storage device, which connects to your computer via the USB (Universal Serial Bus) port.

### 3 Dedicate your flash memory

In the AutoPlay box, click "Speed up my system." Then in the Properties box, click "Dedicate this device to ReadyBoost." ReadyBoost leaves any files on your device alone, but uses all the remaining space to boost speed. You can't use this space for anything else.

### 4 Share your flash memory

If this doesn't suit you because you need some of your device's storage for other things, click on "Use this device," rather than "Dedicate this device." You can use the slider to tell ReadyBoost how much memory it can use from your drive or card, then click "OK."

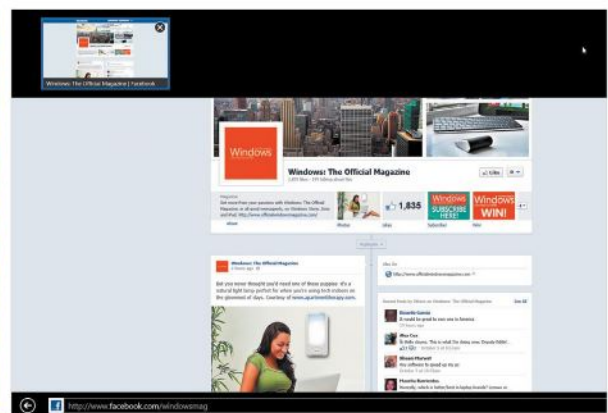


### 6 Add more USB devices

You can use up to eight different external flash devices, thereby giving your computer up to an extra 256GB of memory. It's like adding more RAM, but without having to open up your computer and fiddle about with it. To add more devices for ReadyBoost, simply repeat the previous steps—it's as simple as that. If you decide that you need one of your devices back to use it for something else, you can turn each one off individually, too.

### 5 Check if it's working

You've turned ReadyBoost on, so continue to use your computer as before—it should be running faster. How much faster depends on the amount of flash memory you've given ReadyBoost. If it's not running as fast as you'd like, consider using additional flash devices.



### 7 Turn off ReadyBoost

You can turn off ReadyBoost if you don't need the extra memory, or you want to use your external device for something else. Click on "Computer," then right-click on your flash device and click "Properties > ReadyBoost > Do not use this device." ReadyBoost turns off and you can use your whole USB drive to store files.

### 8 Run faster

You're now making the most of the ReadyBoost features, harnessing the extra memory available in external flash devices to give your PC's memory a boost and speed up its performance. It can borrow memory from your nominated card or drive rather than your hard drive, which helps to stop it running sluggishly.



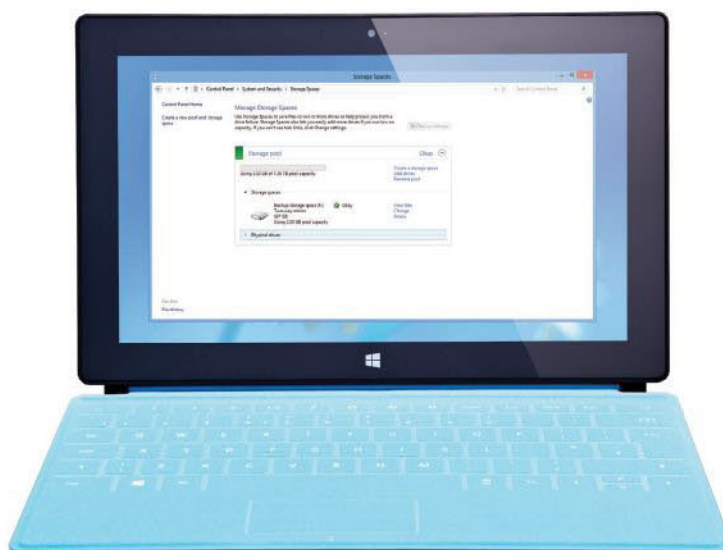
Learn how to...

# Maximize your drives' potential

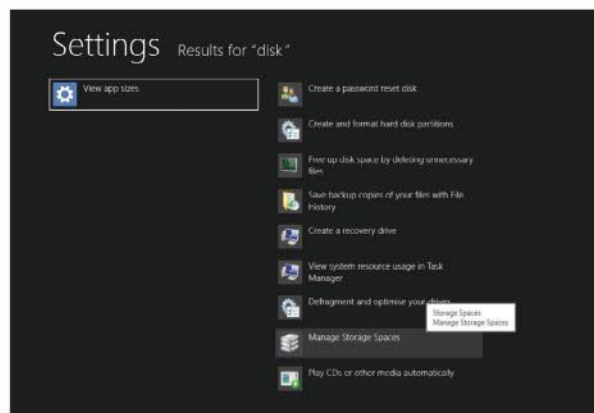
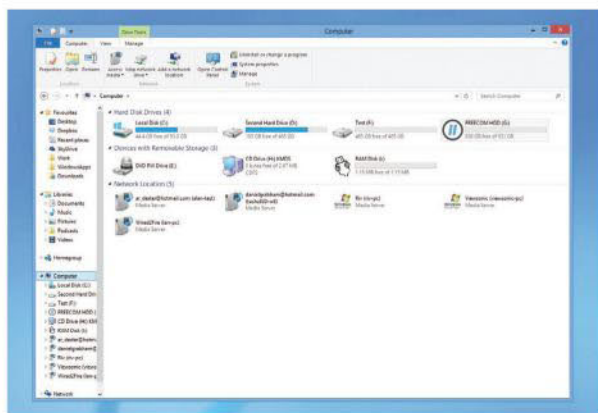
Storage Spaces is one of Windows 8's more advanced features, and it enables you to group hard drives together to make one big drive

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**S**torage Spaces is a new feature for Windows 8 that is incredibly useful—but you might not have heard of it. It's not as glamorous as the Start screen, or as life-changing as the Windows Store, but it can revolutionize the way you use your PC. Storage Spaces enables you to connect multiple storage devices, such as external hard drives, USB sticks and internal drives, and get Windows 8 to use them as one single large storage area, known as a storage pool. The advantage of this is that when you save files to this pool, data is distributed and copied over the disks. If one of the disks fails, your data isn't in danger, because it's on other drives. It's like a user-friendly alternative to complicated RAID setups. With Storage Spaces, you'll never fear losing your data again.

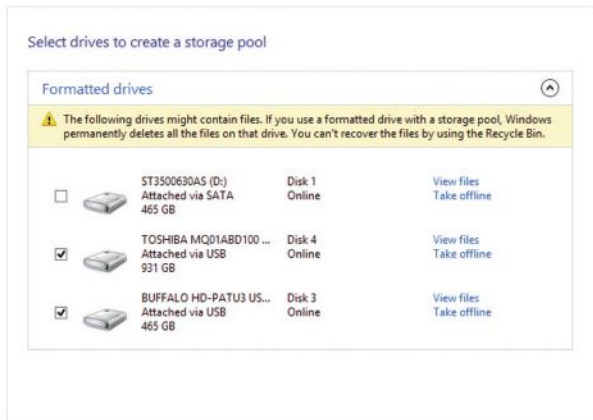


## Use Windows 8's Storage Spaces



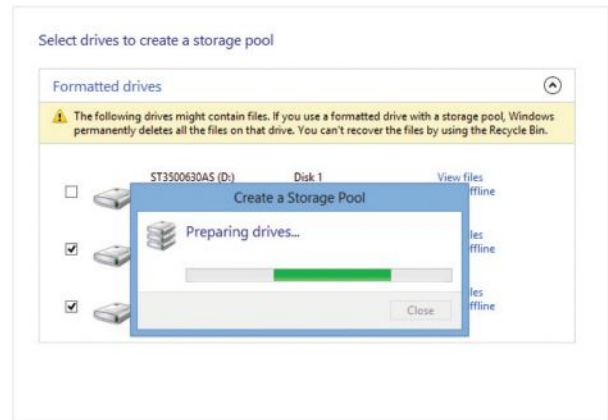
**1 Make sure all your drives are attached**  
To begin using Storage Spaces, you first need to attach your drives. If they are internal, you need to open your computer and install them. A quicker option is to attach external drives, though for performance reasons, we recommend USB 3.0, eSata or Thunderbolt compatible drives.

**2 Open Storage Spaces**  
Now press the [Windows] key to bring up the Start screen, then type in "disk." Click "Settings" and then click on "Manage Storage Spaces." From here you'll see the Storage Spaces window, and because you haven't used it before, there's just one simple option: "Create a new pool and storage space." Click it.



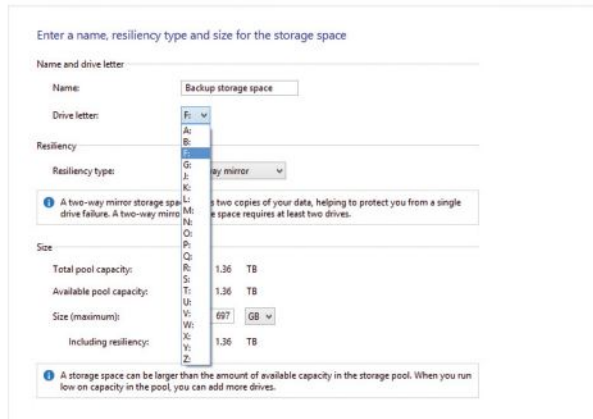
### 3 Select your drives

If the User Account Control asks you to confirm running Storage Spaces, select “Yes.” In the next screen, you’re shown the drives you’ve connected that are suitable for Storage Spaces. The hard drive with Windows 8 installed isn’t shown. Any files currently on the drives are deleted, so choose carefully!



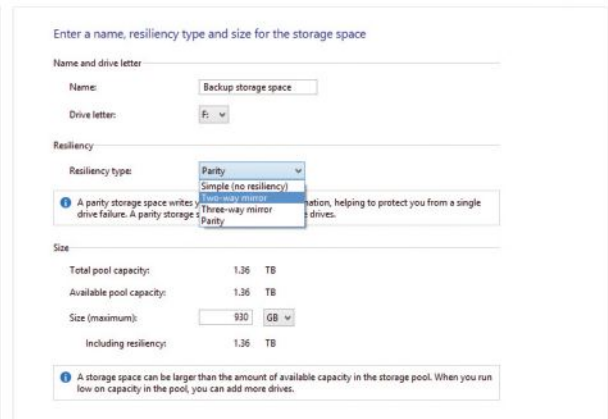
### 4 Check your drives and create a storage pool

To make sure there’s nothing important on the drives you select, click “View files.” Windows Explorer opens and you can check to see what files are on the drives. If there are any files you want to keep, make sure you move them to a safe location on a drive you’re not going to use for Storage Spaces. When done, click “Create pool.”



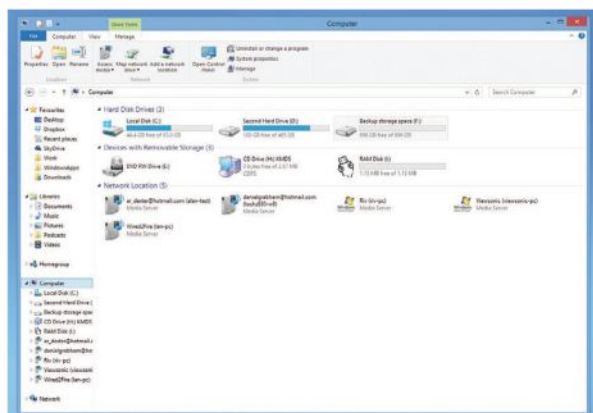
### 5 Configure the storage space

In the next window you get to configure the storage space. You can give it a name, assign a drive letter to it, choose its size and select the type resiliency. To begin with, give the space a name and drive letter that you’ll remember. We’ll then go into more detail about the resiliency.



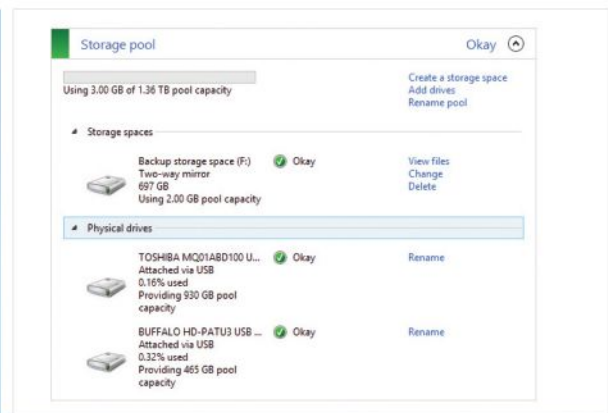
### 6 Select the resiliency

Resiliency determines how Storage Spaces distributes data. “Simple” creates a space and only one copy of your data, offering no protection. “Two-way mirror” creates two copies, protecting data if one drive fails. “Three-way mirror” is even better, though you need at least five drives. “Parity” spreads data over a minimum of three drives.



### 7 Explore and use your new Storage Space

When you’ve chosen your resiliency type, click “Create storage space.” Once done, Windows Explorer opens the space, and it looks just like a single drive. If you navigate to “Computer,” you’ll see the individual disks you selected aren’t shown any more, and instead a single Storage Space is displayed.



### 8 Maintain your Storage Space

You can keep an eye on the health of your Storage Space by opening the Storage Space window as in Step 1, or by going to “Control Panel > System and Security > Storage Spaces.” You can make sure the Storage Space is working, change its settings and also view the individual drives to ensure none of them has failed. ■

Learn how to...

# Upgrade to Windows 8 today!

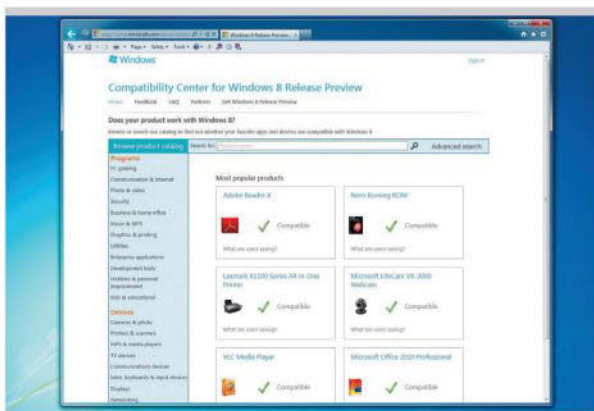
If your current computer is running any version of Windows, you can upgrade it to Windows 8 with the minimum of fuss – we show you how

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**T**hankfully, it's never been easier to upgrade from a previous version of Windows to the latest release, and Microsoft has helpfully made the upgrade process from Windows 7 to Windows 8 as simple as possible. As long as you select the correct option, you can upgrade to Windows 8 without losing any of your Windows settings, personal files and apps that you've installed in Windows 7. The good news is that if you are upgrading from Windows Vista or Windows XP, then the process is also really easy. All you need to do is follow our walkthrough and you'll have Windows 8 up and running in no time at all.



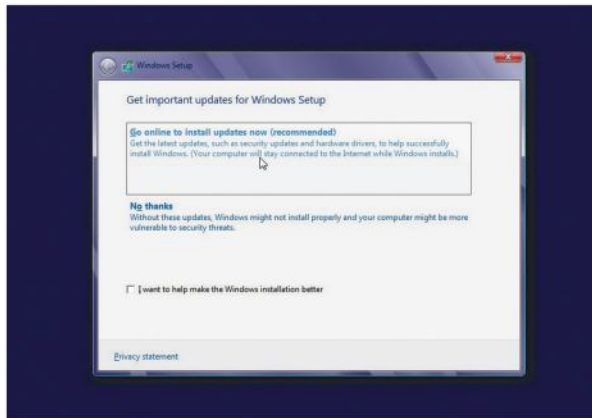
## Upgrade to Windows 8



**1 Check compatibility**  
If you're upgrading from Windows 7 and have mostly new hardware and software, compatibility shouldn't be a problem, but we advise visiting [www.microsoft.com/en-us/windows/compatibility/en-US/CompatCenter/Home](http://www.microsoft.com/en-us/windows/compatibility/en-US/CompatCenter/Home). This site lets you type in your hardware or software and check to make sure you can use it in Windows 8.

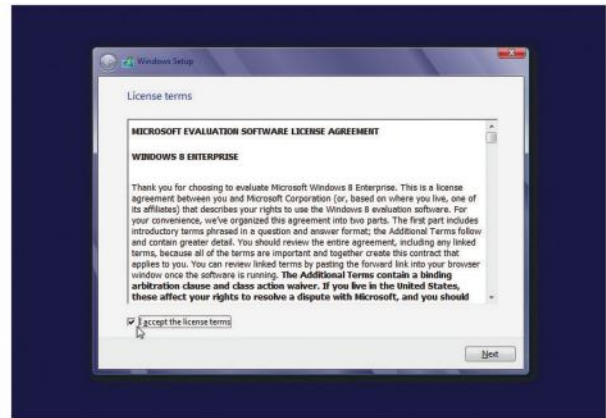
**2 Insert the disc**  
Once you are happy to begin the upgrade, insert the Windows 8 installation disc into your computer. If you have purchased and downloaded Windows 8 online, click the "Install Windows 8" icon. After a few seconds, a window appears. Select "Install now" to begin the installation process.





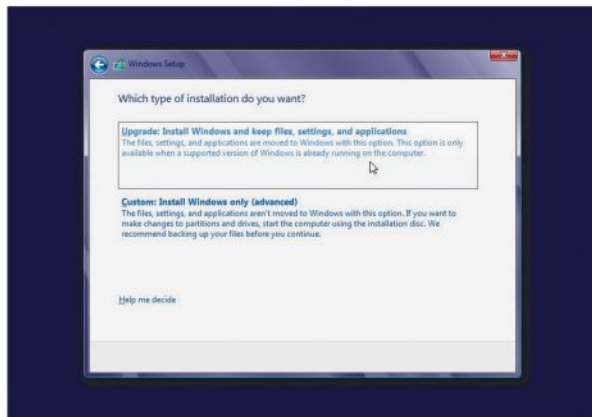
### 3 Install important updates

To ensure the installation goes as smoothly as possible, make sure the installation process updates itself when prompted. This fixes any problems or bugs that Microsoft has found. On the next screen, click “Go online to install updates now.” If you don’t have an internet connection, however, click “No thanks.”



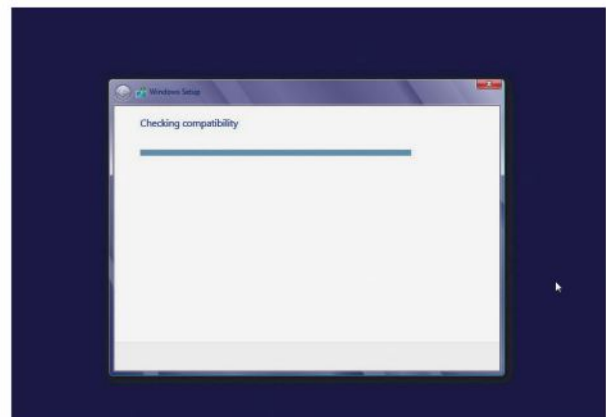
### 4 Accept the license terms

The next step is important, because without agreeing to the license terms, you will not be able to complete the installation. Depending on what version of Windows 8 you’re installing, the license terms will be different, so it can be worth a quick read. Click “I accept the licence terms,” then “Next.”



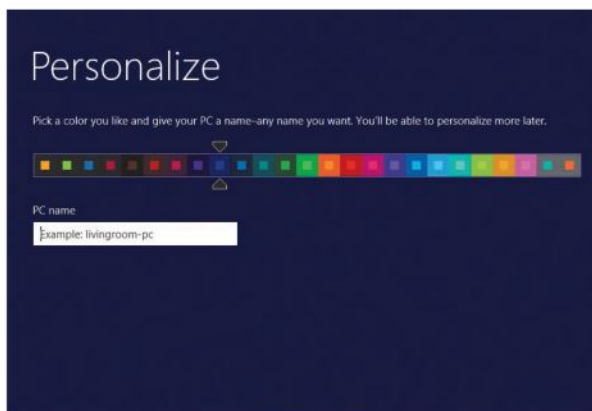
### 5 Choose to upgrade

In the next step of the installation process, you’re asked how you want to install Windows 8. It is vitally important to select “Upgrade: Install Windows and keep files, settings, and applications.” If you select the other option – “Install Windows only” – then you run the risk of losing your files and settings.



### 6 Check compatibility and away you go!

The installation process now checks that the version of Windows 7 you’re using is compatible with the version of Windows 8 you’re upgrading to. Windows 7 Home Premium, Home Basic and Starter can upgrade to Windows 8, while Windows 7 Ultimate and Professional can upgrade to Windows 8 Pro as well.



### 7 Setting up and configuring Windows 8

Assuming all is well, Windows 7 now upgrades itself to Windows 8. During the upgrade process, your computer may restart itself a number of times – but don’t worry, because that’s normal. Once done, you’re asked to configure Windows 8, by setting the color scheme, for example.



### 8 Enjoy Windows 8

Congratulations, you have now successfully upgraded your computer from Windows 7 to Windows 8. All your files, folders, programs and settings will still be there, but you get all the great new features of Windows 8 as well. It’s the easiest way to get started with Windows 8. ■

Learn how to...

# Use File History to save the day

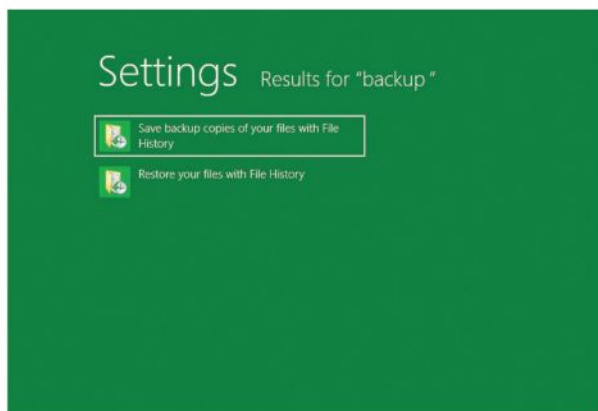
There's little worse than finding an all-important file has been deleted or become corrupted. Luckily, File History can help salvage any problems

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**W**hile many of the new features in Windows 8 have had a lot of publicity, some of the best and most useful ones have been introduced with remarkably little fanfare. One such feature is File History, but when used correctly, it can be a real life-saver. Windows 8 takes periodic snapshots of your files as you work on them. If there is any major change, or if the file has encountered a problem that has caused it to become unusable, the File History tool can be used to revert the file to a previous state. Like the best Windows 8 features, File History is powerful, it works well, and it's incredibly easy to use.

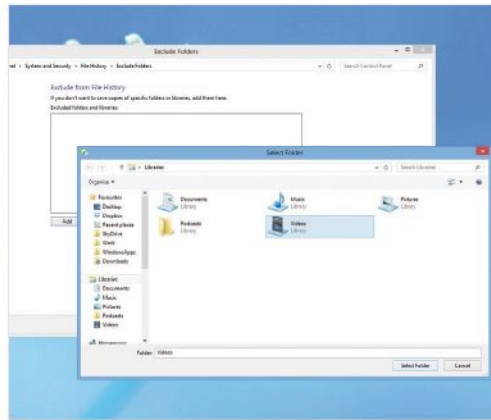
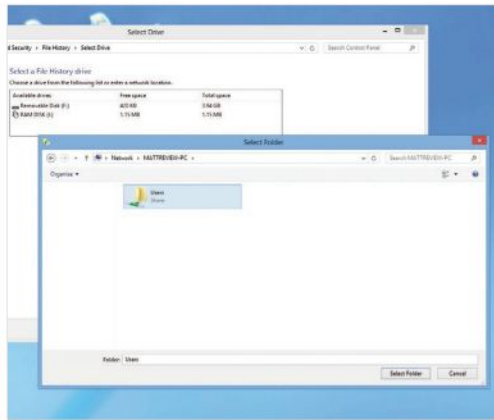


## Rescue your files with File History



**1 Enable File History**  
By default, File History is turned off, so go to the Start screen and type "backup," then select Settings. Select "Save backup copies of your files with File History," then select "Turn on." If you're asked if you want to recommend the drive you're using to members of your **HomeGroup**, select Yes if on a home network, otherwise click No.

**2 Select an external drive**  
File History can save backups of your files to an external hard drive, or even a **NAS** device. To choose a drive, click "Select drive" on the left-hand side of the screen. You're then shown a window that lists all the USB drives that are connected to your computer. Select a drive and then click OK.



## Jargon buster!

### HomeGroup

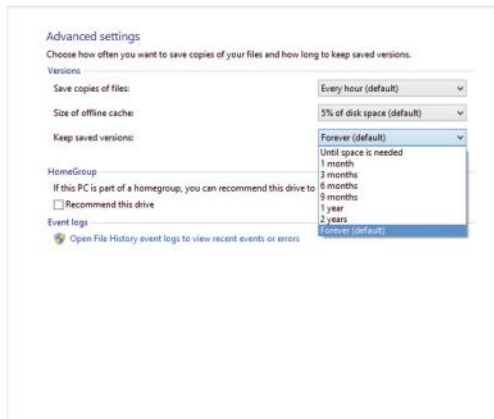
The easy way to share files, folders, and printers between devices on your home network. By adding PCs and devices running Windows 8 to the same HomeGroup, they can access the files you choose, making home networking extremely easy.

### NAS

Network-attached storage—drives that plug straight into your network, rather than into a PC. The advantage of this is that any PC or device on the network can access the drive and use it as though it were plugged directly into the device.

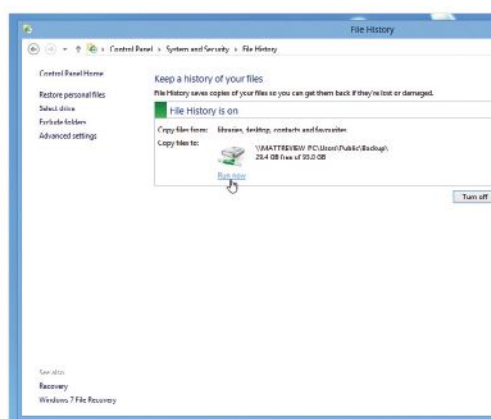
## 3 Back up to a network drive

If you have a NAS device, or a USB drive plugged into your router, you can save your File History there. You can even select a folder in another PC on your network. Click “Select drive,” then Add network location.” Click where you want to save, then “Select Folder”



## 4 Exclude folders

Backing up all your files and folders can take a lot of time and disk space. Not all of your files need backups, so save time and capacity by leaving out unnecessary folders. From the main screen, select “Exclude folders,” then click Add to add folders you want to be left out.



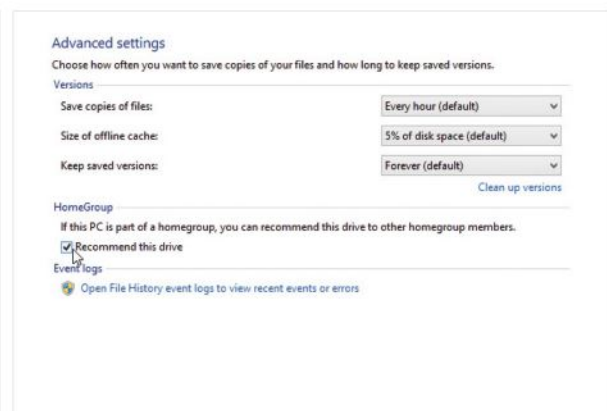
## 5 Set advanced options

Click “Advanced settings.” You can set how regularly copies of your files are made, from every 10 minutes to daily, as well as change the size of the offline cache (which limits how much disk space File History takes up), and how long the saved files are kept for.



## 6 Run File History

When you choose a new drive for File History to use, it begins backing up files automatically. It then periodically backs up files depending on the schedule you set, or every hour if you’ve left it at its default. You can manually start the process by clicking “Run now.”



## 7 Restore previous versions of your files

If disaster strikes, load up File History as in Step 1, and select “Restore personal files” from the left-hand side of the screen. You can then choose previous versions of the files you have selected for backing up, and restore them to avoid any of the problems or errors that you have encountered.

## 8 Make sure you’re always protected

By following these steps, you’ll ensure that your important files are always kept safe. If you have a number of Windows 8 devices, make sure that all of them use this great feature. If they are all on the same HomeGroup, you can get them to share the back-up drive by going to “Advanced settings” and ticking “Recommend this drive.”



Learn how to...

# Fully uninstall programs

Get rid of old software for good!

**WORKS WITH**  
Windows 8  
Windows 8 Pro

**W**hen you **install** a program on your PC, it's very rare for it to neatly tuck itself away into a single folder. Most software is pretty messy, spreading itself all over your computer, installing extra required components and generally making a nuisance of itself behind the scenes. When you decide that it's time for a program to go, those **dependencies** are left behind, potentially slowing it down or causing problems if you decide to reinstall the software again at a later date.

Mirekrosoft Install Monitor is a great tool, which catches extraneous bits and bobs that a standard **uninstall** doesn't. It works best if you install it before adding programs, so it can tell what extra files they've put where, but it does a good job of cleaning up existing software, too.

## Search for an app

Can't find it? The search facility can help you find programs installed within a certain range of dates.

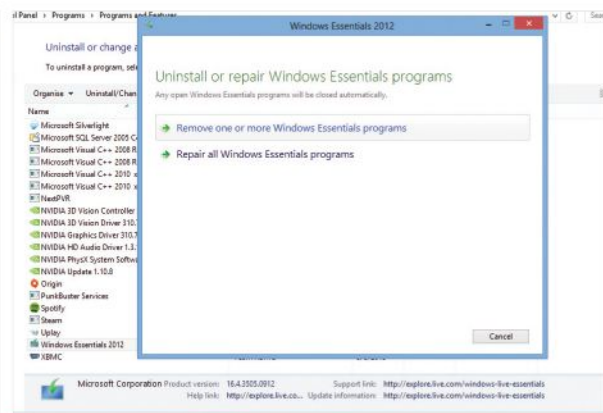
## Keep it current

If you've installed or uninstalled a program recently, click this tiny button (or hit [F5]) to update Install Monitor's list to the latest version.

## Find out more

These controls can be used to determine what programs are doing when you start your PC, and which files and folders they are using.

## Completely uninstall software

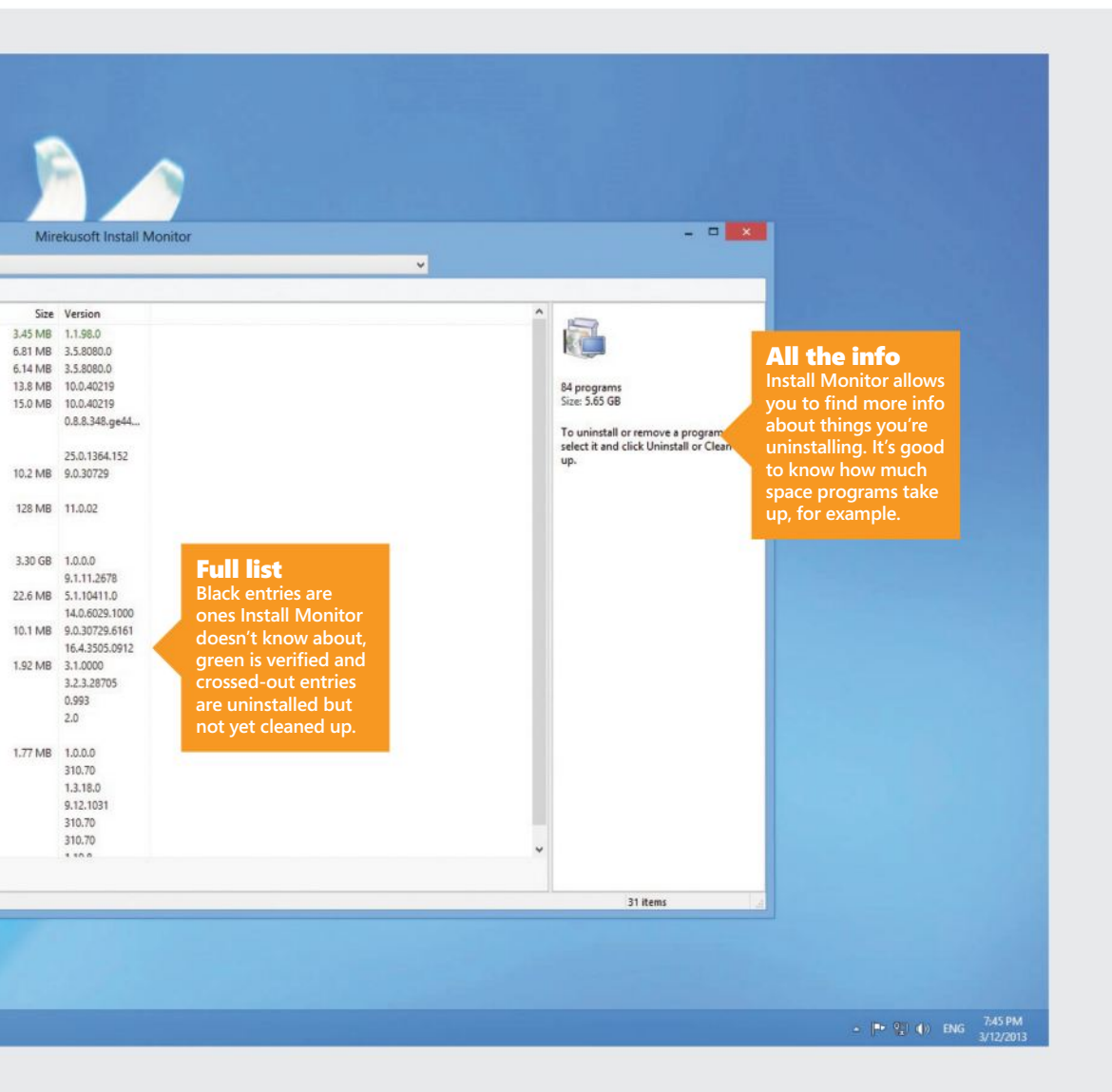


### 1 The Windows way

Generally, uninstalling through Windows should be enough to clear software from your PC. Begin by opening the Search Charm by typing "Control Panel" into the box and hitting [Enter] to open it. Click "Uninstall a program" in the Programs category. You'll see a long list of all of your installed programs.

### 2 Standard process

Click the program you want to remove, then select "Uninstall" at the top. Each piece of software has its own unique uninstaller, so we can't be specific about the steps you need to take next, but it's usually quite a simple process: say "Yes" a lot, click "Next" a lot, and your PC will be free of that program. Or at least, that's the idea.



## Full list

Black entries are ones Install Monitor doesn't know about, green is verified and crossed-out entries are uninstalled but not yet cleaned up.

## All the info

Install Monitor allows you to find more info about things you're uninstalling. It's good to know how much space programs take up, for example.

## Jargon buster!

### Dependencies

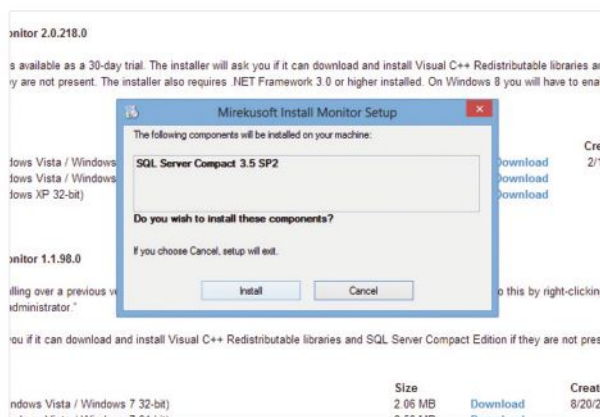
Many programs depend on other software or drivers in order to run properly. Remove one and the other might suddenly stop working, or become redundant.

### Install

You don't just plunk a single file onto your PC when you add a new program – it needs to spread itself and its component files to many locations to work properly. Hence the install procedure.

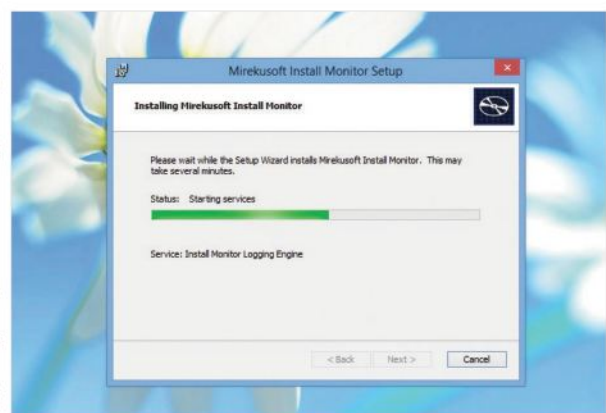
### Uninstall

This is the opposite of installing. It's a process that carefully removes all traces of a program from your computer. At least, that's the idea.



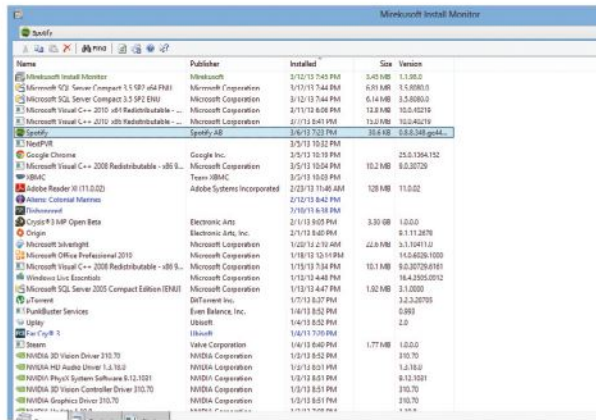
## 3 Get Install Monitor

Now let's get rid of a program the advanced way. Get Install Monitor from [www.mireksoft.com/downloads](http://www.mireksoft.com/downloads) and download the correct Windows version (32-bit or 64-bit). When the file has downloaded, run it. Follow the prompts and ignore it when it says that Windows 8 isn't supported – it will still work just fine.



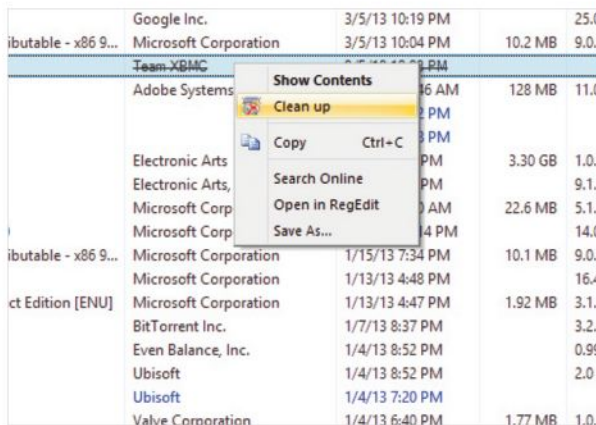
## 4 Finish the install

When the installer pops up, click "Next," read the agreement and accept it, then click "Install" to finish the process. There may be a few more User Account Control messages – accept these, then click "Finish" to run the program for the first time. You're presented with a list much like the one you saw in the Windows Control Panel.



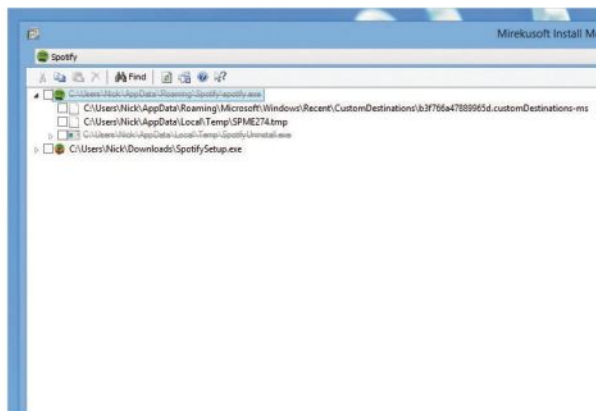
## 5 Not so fast

In the right-hand column, you'll notice a gray warning applied to everything except Install Monitor, which should be the top entry in the list. That's because Install Monitor doesn't know the exact details of how your programs were installed – apart from itself. You don't need to worry – it will still do a decent job of removing them.



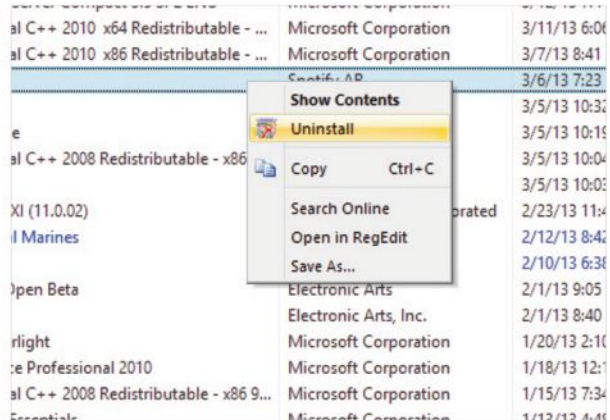
## 7 Complete cleanup

Even after you've uninstalled a program, its entry will (usually) remain, crossed out to signify it's been uninstalled. If you right-click the entry and select "Clean up," Install Monitor tries to remove any artifacts of the previous installation. This can be anything from temporary files to registry entries to extraneous folders.



## 9 More information

Click on the application you've just reinstalled and select the "Content" tab at the bottom of the screen to see additional files and folders that have been installed. Now that Install Monitor knows what's been installed and changed, it can ensure that next time you uninstall and run a cleanup, the application will be fully wiped out.



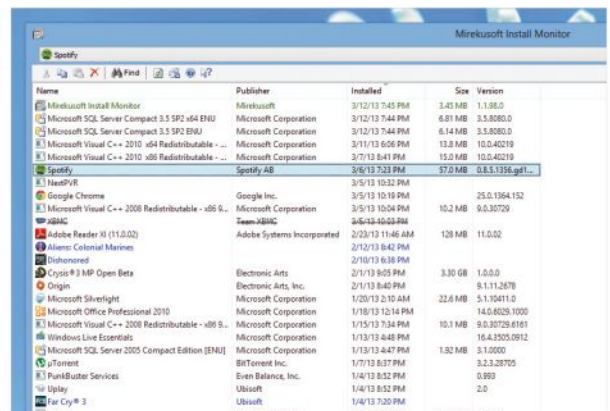
## 6 Remove a program

You can use the Install Monitor interface in much the same way as the Windows Control Panel. Right-click any item and select "Uninstall" to remove. You can also use the "Search Online" function to find out more about the program you're removing. If the internet suggests it's crucial, it's probably wise to leave it where it is for now.



## 8 A new install

Install Monitor runs in the background at all times, even if it's not open. Test this by uninstalling an app (try Spotify, since it doesn't necessarily store any important files), then closing Install Monitor. Now install the program again and run Install Monitor. It catches the app, and the warning in the right-hand column should be gone.



## 10 All clear

You've finished. You've not just installed a program – you've added a new layer of protection that will keep things clean and tidy, and help it to run smoothly. We recommend avoiding the Windows Control Panel from now on to make sure Install Monitor keeps its records up to date, and enjoy your sparkling, clean PC. ■



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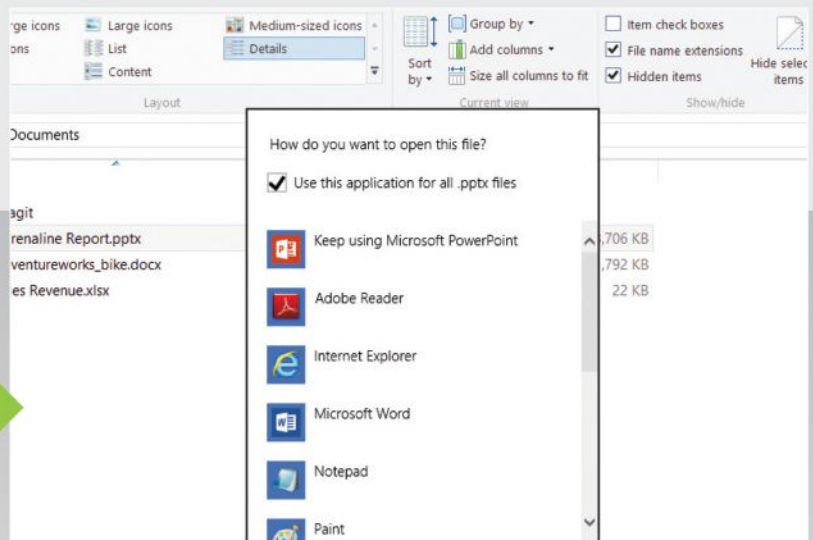
DO THIS NOW...

# Get more from Windows 8

There are plenty of ways you can add more functions

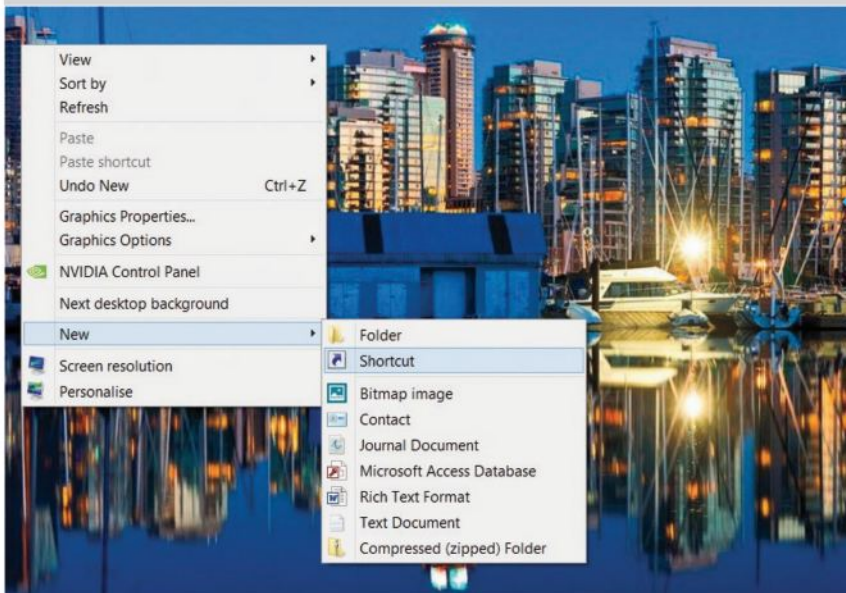
## Open the unknown

Most of the time you'll have an app on your PC that can open your files, but occasionally you'll come across a file that none of your applications can handle. If that's the case, right-click on the file in Windows Explorer and choose "Open with...". You'll see a "Look for an app in the Store" option, which enables Windows 8 to find an app for you. You can also click "More Options" to see installed programs and apps that may be able to open the file. Quite often, you'll have something that you can at least try to open the file with—it's always worth trying Internet Explorer and Reader because they can open many different types of files.



## Launch quickly

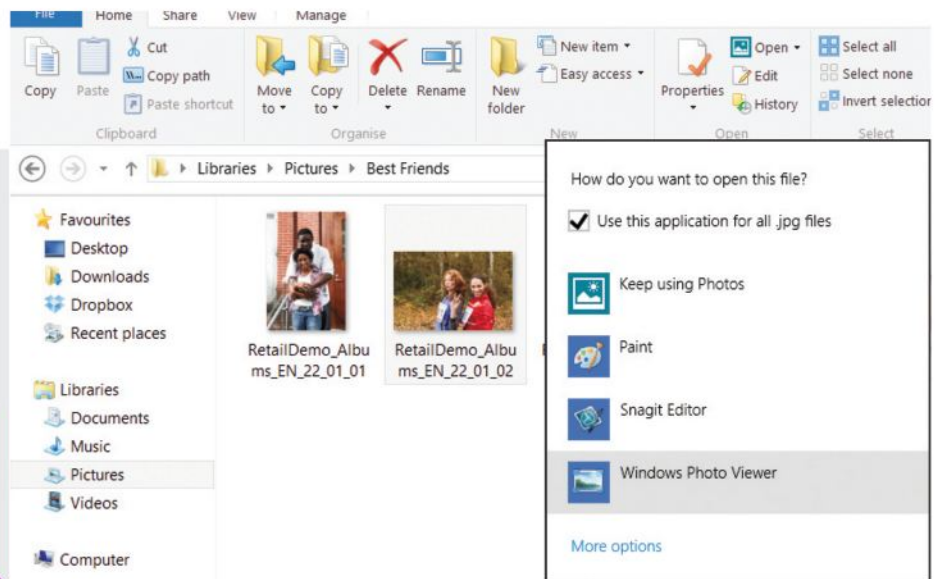
Windows 8 still supports shortcuts, so you can use a little trick to be able to get to the apps you need from the desktop, which is perfect if, say, you want to shut down your PC with a click. Launch the desktop app, right-click an empty part of the desktop and click "New > Shortcut." Browse to the application you'd like to launch and click Finish. You can then launch applications directly from your desktop instead of having to go to the Start screen. If you do want to add a new shortcut to the Start screen, right-click the shortcut, select "Pin to" and it should appear on the far right of the Start screen—just drag the tile wherever you like.





## Open photos

If you double-click an image file in Windows Explorer, it doesn't open in a Photo Viewer window; instead it switches to the full-screen Photos app. That's fine for viewing single photos but not great if you want to stay in the desktop. To choose where you'd like photos to open, go to "Control Panel > Programs > Default Programs" and select "Set your default programs." Scroll down and click "Windows Photo Viewer" (or another photo app). Click "Set this program as default" if you'd like the Viewer to open all the file types it can handle, or select the "Choose default" options if you prefer to specify the file types it opens. Click "OK."



## Start8

### Style

Configure

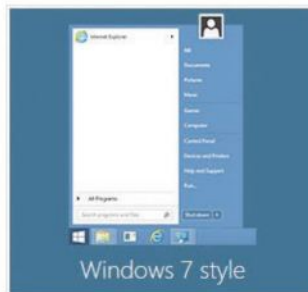
Control

About

"Like" our Facebook page and get 10% off your purchase of Start8!



Which style of start menu would you prefer?



Windows 7 style



Windows 8 style

Which theme do you want to use?

Default theme

Designed to match the square edges of Windows 8

☒ Disable translucency

What should the Start button look like?

☒ Flag

☐ Start8

☐ Custom image

## Replace Start menu

If you can't get used to the new Start screen, there are several third-party apps that can help. First, there's Start8 ([www.stardock.com/products/start8](http://www.stardock.com/products/start8)). It's very similar to the Windows 7 Start menu, so clicking it or pressing [Windows] brings that up instead of the new Start screen. There's also the similar ViStart (<http://lee-soft.com>). Don't write off the Start screen, though—we know several people who went down this route only to find they moved back to the Start screen after a while. Windows 8 is designed to be used with the Start screen first and foremost, and it works integrally with new Windows-style apps.





## 25 TOP TIPS FOR...

# Improving your audio

Listen very carefully: Windows 8 makes managing audio easier and more comprehensive than ever before

**1** Let's start simple: you can access Windows 8's Modern-themed volume control from the Charms bar; move your mouse to the bottom-right, click "Settings," then look for the volume icon at the bottom of the panel.

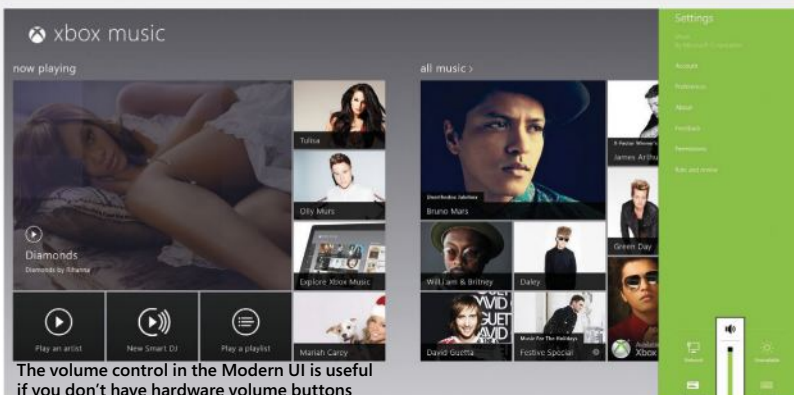
**2** While you can drag the Modern-themed volume slider up and down to change volume, and see its percentage, there's an option that isn't as obvious – click the volume icon above the slider to mute the sound.

**3** Windows 8 supports hardware volume buttons. If you have volume buttons on your tablet, volume keys on your keyboard, or [Fn]+[F-key] combos on your laptop, you'll see a handy overlay on-screen as you adjust.

**4** Unfortunately, there's no way to tweak the audio of different Windows 8 apps individually. You have to alter the main volume – which is accessible within apps such as Music.

**5** The desktop offers more precision when it comes to the volume levels of running programs. Click the volume icon on the Taskbar, then click "Mixer" (or type "volume mixer" at the Start screen) to see sliders corresponding to all of your running programs.

**6** You'll notice, in the volume mixer, that there's a line running along the top linking the main volume (on the left) to the highest volume of the others. This is your top level; reduce the main volume and the others go with it, or drag another slider up and you push the main volume up with it.



7

The icons at the top of the volume mixer can be useful – click certain icons and they send you to an appropriate settings screen or program.

8

Want to shut up a particular program without muting your whole PC? The speaker icon below each slider is an individual mute for that app, so you can quiet it without needing to adjust its volume level. Click the mute icon on the left to mute the whole system.

9

Right-click the volume icon on the desktop, then click “Playback devices.” You’ll see all the audio outputs your PC has, everything from headphone and speaker sockets to digital audio output and even the audio sent via your HDMI port, if you have one.

10

In the playback devices screen, right-click an audio source and select “Test” to emit a test tone on each output. If one sounds louder than the other, or can’t be heard at all, it may indicate a problem with your speakers or headphones, or a balance issue.

11

To check your audio device’s balance, click the device then click “Properties.” Here you can view all sorts of information about that device, but it’s the levels tab we’re interested in – click “Balance,” then adjust each slider to hear whether it makes a difference.

12

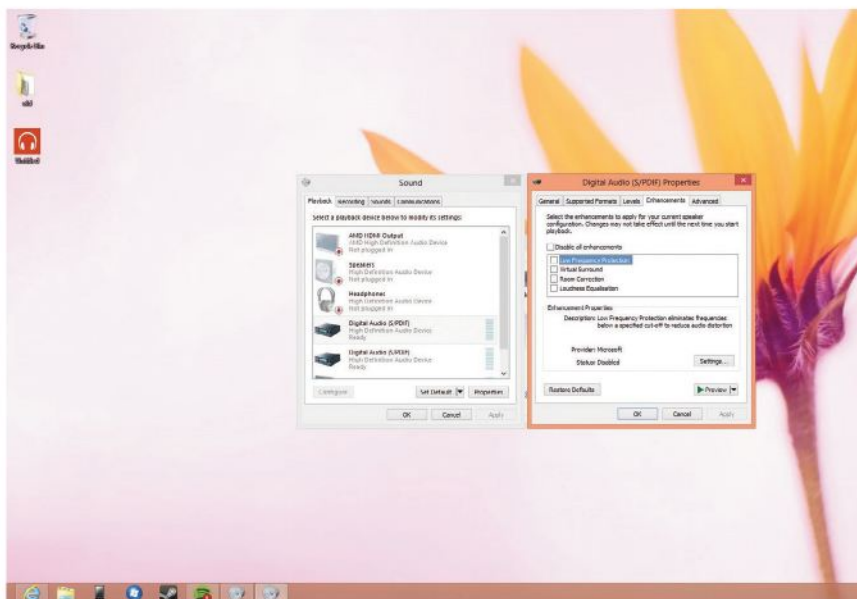
You can add effects to an audio device to sweeten up its sound. In the device properties screen, go to the “Enhancements” tab. The list enables you to tweak all sorts of things; some require you to have a mic plugged in. The list depends on your device.

13

On the Volume mixer, click the button above “System Sounds” to bring up the main Sound panel. Click the drop-down box at the top and select “No Sounds” to disable system sounds and keep Windows quiet. This doesn’t affect any other sound from programs.

14

You can use the Sound panel to determine which sounds play at which times. If you’d like to quiet down the generic notification sound, for instance, find “Notify” in the list and use the drop-down box to select “None.”



Turn on enhancements to get even more from your sound devices and balance your surround sound speakers

15

You add custom sounds to Windows events, even ones that wouldn’t normally have a sound. Click the event you want to customize, click “Browse,” and hunt out a file in .wav format. Use the “Test” button to check how it sounds.

16

When you’ve changed a few sounds, you’ll notice that the sound scheme box at the top of the Sounds window says “(modified).” If you’re happy with your new sound scheme, click “Save As...” to save it, or pick the default one again to forget any changes you made.

17

Go to the Communications tab on the sound panel. There’s not much to tweak here, but it’s a critical spot if you use the Skype app. We’re partial to setting all of our other sounds to Mute rather than 80% when receiving a call.

18

If you have a microphone, you can record personal notes and sounds, as you might with a Dictaphone. Go to the Start screen and type “sound recorder” to find the desktop app; it’s easy to use. Record with the button, then save your file when finished.

19

You can also use your mic to control your PC, at least in theory. The practice might not be entirely accurate! Go to the Start menu, type “speech,” and you’re sent to the Speech Recognition wizard, which will get you set up.

20

Want Windows 8 to talk to you? Just use the Narrator function. Search for it on the Start screen, or switch it on from the icon at the bottom-left of the login screen. It reads text boxes and whatever you focus on, perfect if you have trouble reading text on screen.

## Quick tips

21

Want something to listen to? Try the Xbox Music app, which should be installed on your Start screen by default. If it’s not, you can always hunt it out and download it from the Windows Store.

22

Spotify is a fantastic source of music, and you can listen free – up to a certain limit – by downloading its desktop app from [www.spotify.com](http://www.spotify.com).

23

Want to listen to some spoken word? You could do worse than downloading the Audioboo app from the Windows Store. It has plenty.

24

TunerFree, which is available from the Windows Store, enables you to stream BBC radio stations live, so you can keep up with music, sport and more.

25

If TunerFree doesn’t have enough for you, Radyo’s massive collection of world radio stations should surely keep your ears satisfied! ■

Learn how to...

# Set default programs in Windows 8

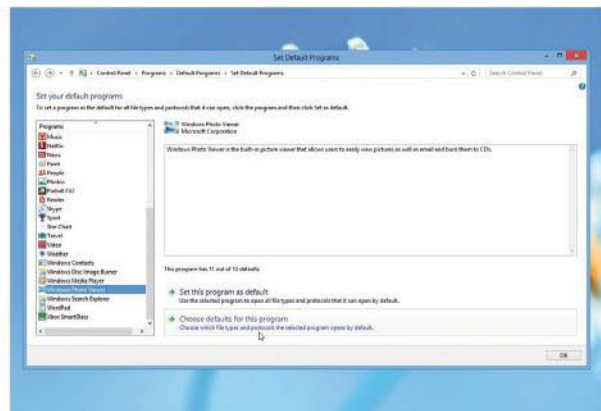
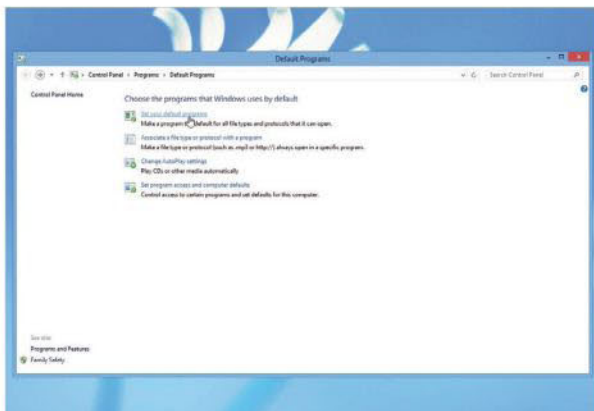
You may find that Windows 8 uses full-screen apps whenever you try to open certain files, but if you want your favorite program to open them instead, it's easily done with a little tweak

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**W**indows 8 comes with a host of new apps that are used to open certain types of files. For example, clicking on a photograph opens the Photos app, which displays your photos in an attractive and easy-to-browse way. However, the app is full-screen, which might not be what you want when you're quickly clicking through picture files. Luckily, it's pretty easy to change the default program, so you can use all your favorite software from previous versions of Windows to open your files instead. It takes no time at all, but it can save you a lot of frustration if you'd rather not use full-screen apps. We take you through how to make the change below.



## Change the default programs



### 1 Open Default Programs

To change which programs are used to open files by default, type "Default" into the Start screen and then select "Default Programs." The Default Programs window now opens. Select "Set Default Programs" and Windows 8 scans your computer for all of your installed programs.

### 2 Select the program you want

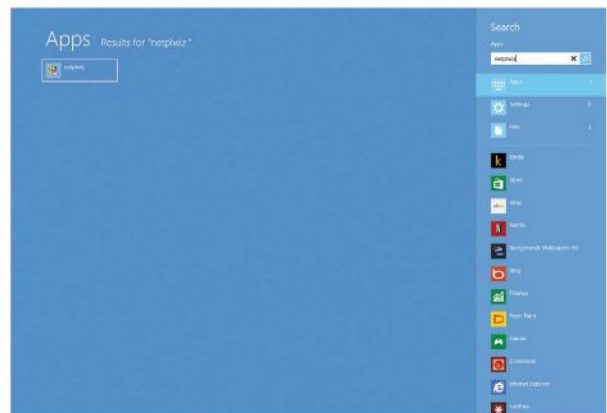
From the list, select the program you want to use to open certain files. For example, if you want Windows Photo Viewer to open photos rather than the Photos app, click "Windows Photo Viewer" from the left. Choose "Set this program as default." If you want more control, select "Choose defaults for this program" and make your desired changes. ■



Learn how to...

# Speed up your startup

If you always find yourself itching to get going as soon as you switch on your PC, you can bypass the login screen to quickly boot into Windows 8

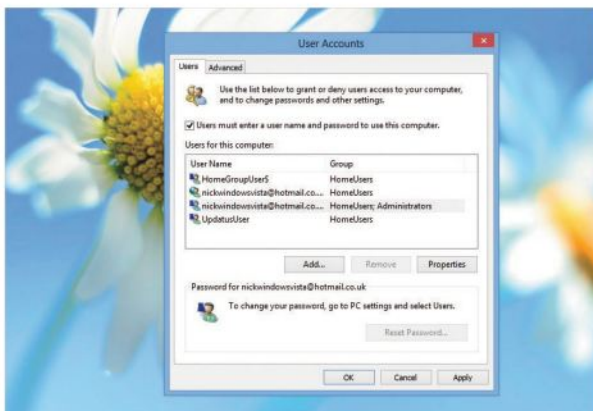


## 1 What for?

Bypassing the login screen when Windows 8 starts up is a good idea if nobody else accesses your computer. It saves the hassle of clicking the screen and having to type in a password. This means you can get into Windows quicker and start using it. It can't be turned off by default, so here's how to do it.

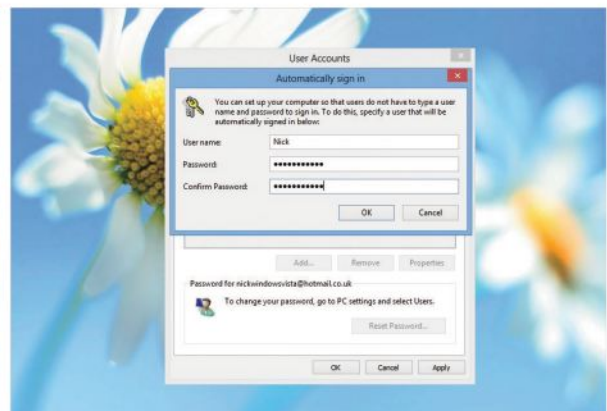
## 2 Open User Accounts

Go to the Start screen and begin typing in "netplwiz." The search function automatically opens up and the word is typed into the appropriate place. You'll now see the application Netplwiz appear in the left-hand area, so just click or tap on this to open the User Accounts window.



## 3 Remove restriction

Within the User Accounts window, you'll see a list in the User Name area – select the one that you use to log in with (your email address, with the word "Administrators" next to it). Then uncheck the tick box above, next to where it says "Users must enter a user name..." and click on "OK."



## 4 Start it up!

A new window appears asking you to type your original password in twice, then just hit "OK." That's it! Now, when you next start up your Windows 8 PC, it will go straight to the Start screen without any prompting from you. If you decide you don't like it, just go through the process again and check the tick box. ■

Learn how to...

# Schedule maintenance tasks

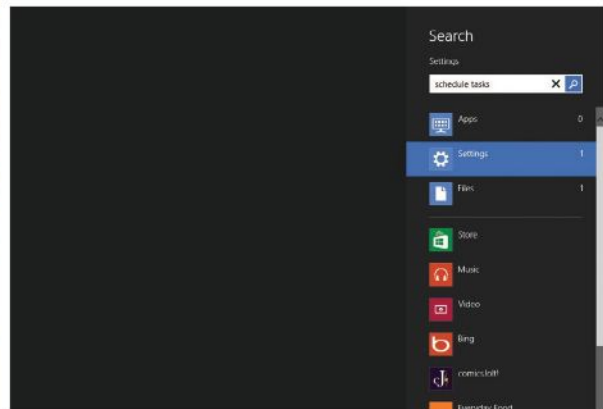
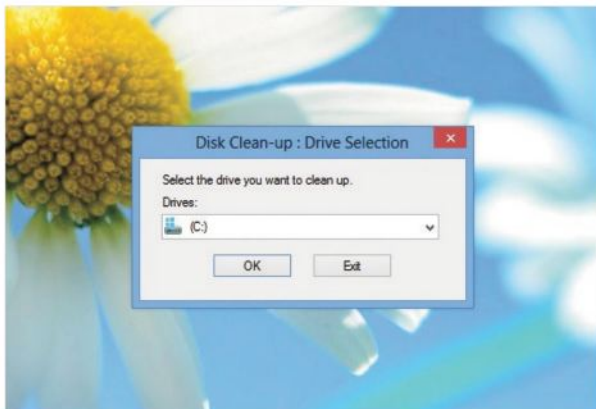
Running certain tasks can be essential for keeping Windows 8 in tip-top condition. They're not always easy to remember to run, but you can schedule them to run automatically to save you the bother

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**T**here's a lot of useful maintenance tools in Windows 8 that can keep your PC running fresh and fast. For example, regularly running Disk Cleanup can stop your hard disk getting clogged up. Rather than remembering to run it periodically, you can set it to run automatically on a certain day at a certain time. This can be a one-off event or a recurring one. It means once set up, you don't need to worry about it again, because Windows 8 does the hard work. It's useful for running complicated events that take up a lot of processing power when you're not using your Windows 8 device. You can also use it to run programs when you start Windows 8—for example, getting Outlook to open and download your emails as soon as your PC turns on.

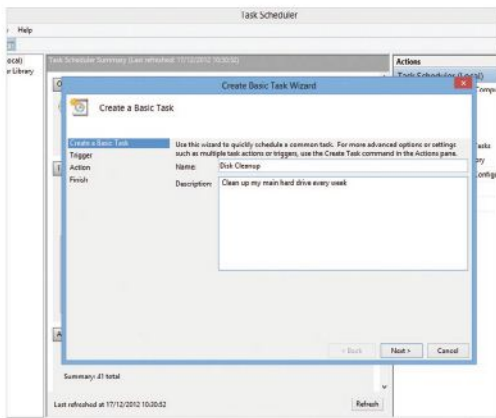


## Schedule tasks for your PC's health



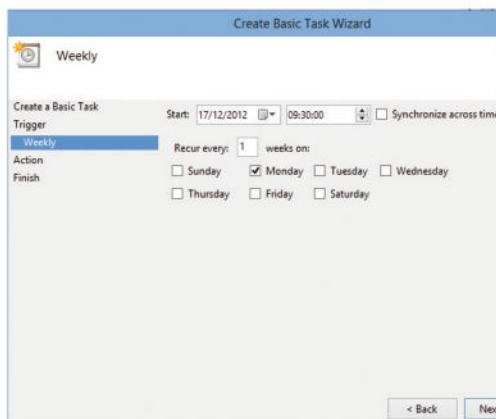
**1 Trial-run the tasks you want**  
Because Windows 8 will be running these tasks automatically, it's a good idea to run them manually first, to ensure that they do what you need and to make sure no errors or unintended side-effects are created in the running of the task. Once you're happy that the task performed correctly, you can begin scheduling it.

**2 Run Task Scheduler**  
First, press the [Windows] key to return to the Start screen, then type in "Schedule task" to begin searching for the Windows 8 task scheduler tool. Click on "Settings" to view the results of your search, and then click "Schedule tasks" to open up the useful Task Scheduler window.



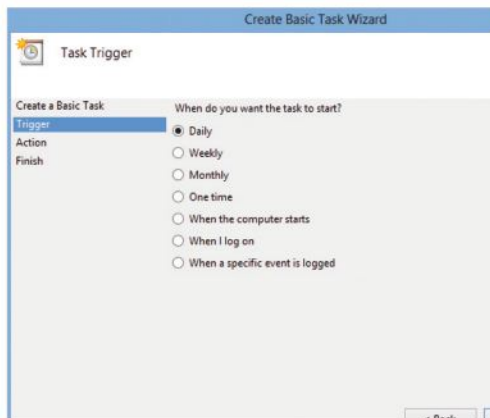
### 3 Create a basic task

Creating a task to run automatically is pretty straightforward. Click the link that says “Create Basic Task” to begin. In the new window, give the task a memorable name and, if you like, a description. This will help you keep track of the tasks you create. Then click “Next.”



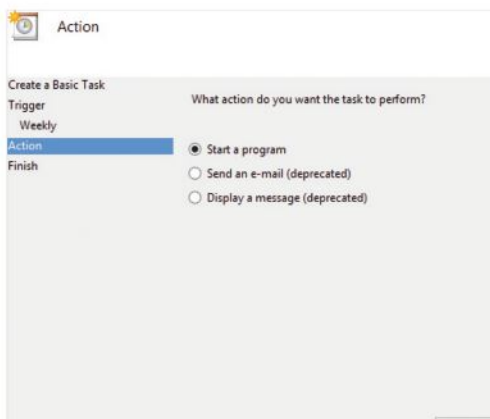
### 5 Set the specifics

Click “Next” and you can set more detailed specifics. Depending on what you chose in step 4, you can set the precise time, day and frequency, or what event is used as the trigger. If you chose to run the task when the PC turns on, or you log on, you skip this step.



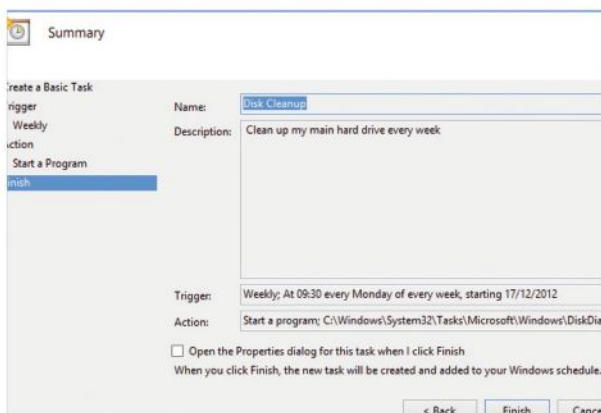
### 4 Set how often the task runs

Now you need to select when the task will trigger. This could be every day, week or month, or if it runs just once. You can also choose whether the task runs when the computer starts, when you log on or if a specific event—such as the creation of a new file—happens.



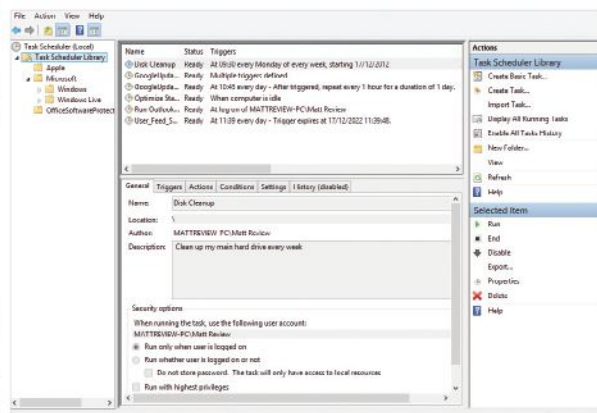
### 6 Select the action

In the next window, choose to start a program, send an email or display a message. The first is the most useful, and if you select it and click “Next,” you can select the correct program by clicking “Browse,” then going to where the program is installed and selecting its .exe file.



### 7 Review and finish

After clicking “Next,” you’re taken to a final window, which gives you an overview of the task you’ve just created. Take time to review the selections you’ve made to ensure that the task will perform as you want it to. If you’re happy, click “Finish,” otherwise click “Back” to change the settings.



### 8 View and modify tasks

You’ve created your first automatic task. At any time you can review and update your tasks by opening Task Scheduler and clicking “Task Scheduler Library.” You’ll see a list of tasks, some created by you, others created by programs or Windows 8. Clicking on a task enables you to change any of the settings you want.

## Jargon buster!

**.exe**  
For most programs, the main file that launches the program has a .exe file extension. These are powerful files, so always make sure you only run or modify .exe files that you’re absolutely certain about.

**Trigger**  
When scheduling a task, the term trigger refers to the time, date or action that launches—or triggers—the task. This can be as simple or as complicated as you like, though for more advanced triggers, you’ll need to know how to use scripts and advanced Windows codes.



Learn how to...

# Synchronize settings across all your Windows 8 devices

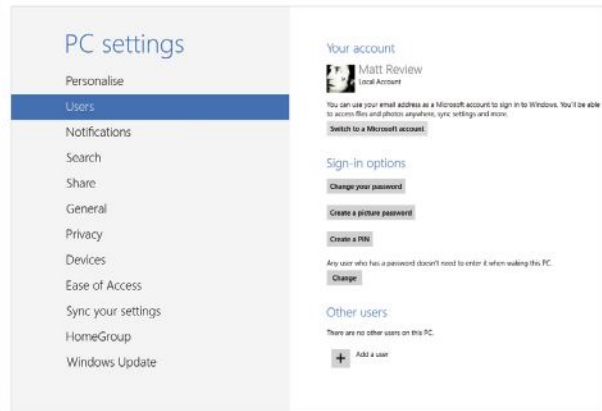
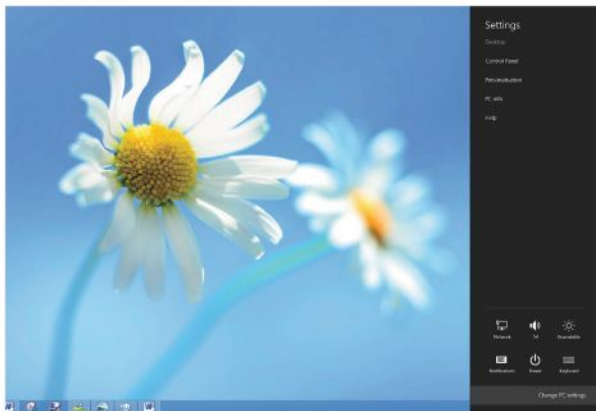
Now you can get a unified experience regardless of the device you use

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**G**etting Windows 8 to look and work the way you want is an important part of getting to grips with the new operating system. Choosing your Lock screen, method of inputting a password, as well as personalizing your Start screen and remembering your favorite websites and passwords, makes you feel right at home with your new Windows 8 device. And the cool thing about Windows 8 is that if you have several devices all running the new operating system, you can synchronize them so that your **personalization options**, Internet Explorer 10 history, favorite websites, app settings and passwords are used on every device you use. This means, no matter what device you're on, your Windows 8 experience is the same.



## Synchronize your Windows 8 de-

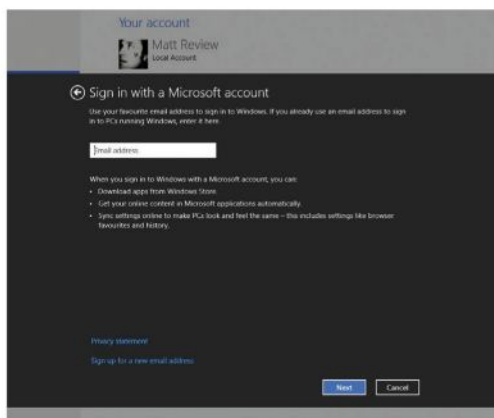


### 1 Open up settings

To begin syncing your Windows 8 devices, you need to access Windows 8's settings. To do this, open the **Charms bar** by either dragging your finger from the right-hand side of the screen to the left, or by hovering your mouse cursor on the top or bottom right-hand side. Select "Settings > Change PC Settings."

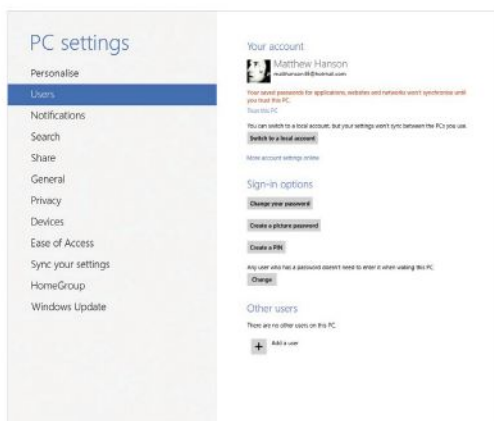
### 2 Use a Microsoft account

Your Windows 8 preferences and settings are synchronized via your Microsoft account. If your Windows 8 account is just a standard local account, you need to change it to a Microsoft account to take advantage of the synchronization features. Select "Users" on the left-hand side of the screen, then "Switch to Microsoft account."



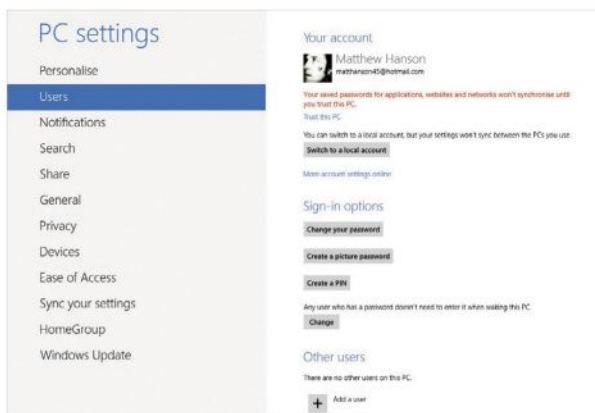
### 3 Log in or create a Microsoft account

If you already have a Microsoft account, log in to it by first entering the password of your local account. Next enter the email address of your Microsoft account. If you don't have one, click "Sign up for a new email address" and follow the instructions. Then click "Next."



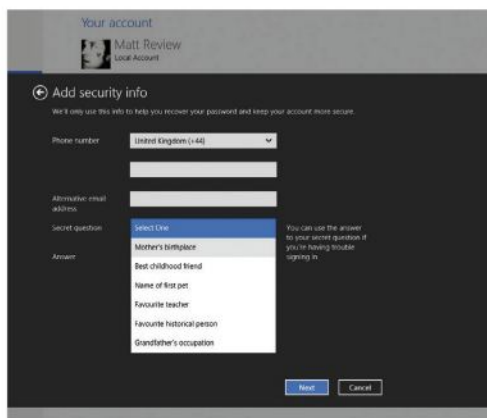
### 5 Trust your PC

Once logged in, you need to "trust" your PC to synchronize settings and passwords. Every PC you trust can share your settings. Only trust your own PCs, not other people's, and certainly not shared public PCs. Go to "Settings" as in step 1, click "Users," then "Trust this PC."



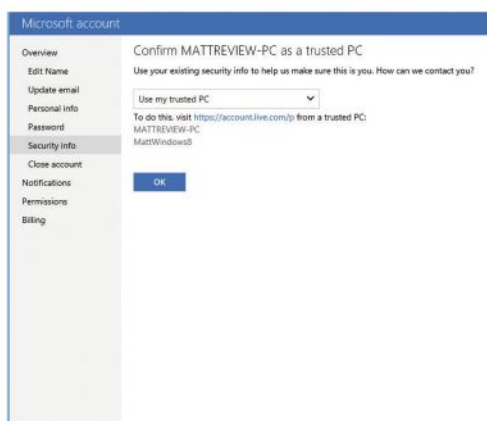
### 7 Log on to your other devices

You can now log on to your other Windows 8 devices using your Microsoft account. Then you need to go into "Settings" as in step 1 and trust the device you're on, as in step 5. You'll then see that your personalization options, as well as your settings and internet favorites, are present on both devices.



### 4 Additional security info

Enter the password for your Microsoft account, and Windows 8 loads it up. Then you're asked to add security information, such as an alternative email address and secret question. This gives the synchronized settings more security, and helps if you forget your login details.



### 6 Confirm your choice

Log in to your Microsoft account on the web page you're taken to. You're then asked to confirm your PC as trusted. The name of the PC is displayed, along with other Windows 8 devices you've assigned to your account. Click "OK," review your PCs, then click "OK" again.



### 8 Windows 8 your way—on every device

You've now successfully synced your devices and you'll notice you get a uniform experience for Windows 8. It makes getting to grips with the operating system even easier, and you don't have to spend time tweaking settings and adding your favorite websites when you get a new device. ■

## Jargon buster!

### Charms bar

The Charms bar is a new addition to Windows 8 that gives you quick access to some of the most important tools, no matter where you are in the operating system. Simply flick your finger in from the right-hand side of the screen, or hover your mouse pointer at the top-right or bottom-right side of the screen to bring it up.

### Personalization options

You can give Windows 8 the personal touch by changing the desktop background, windows colors and sound schemes, Start screen color and pattern, and even the Lock screen to suit your tastes. Most of these settings can then be synced between devices.

Learn how to...

# Share files in Windows 8

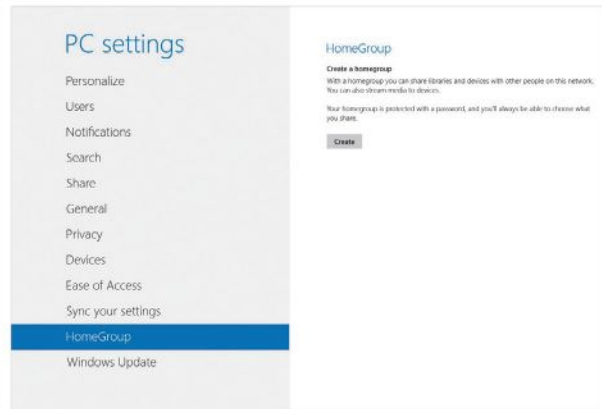
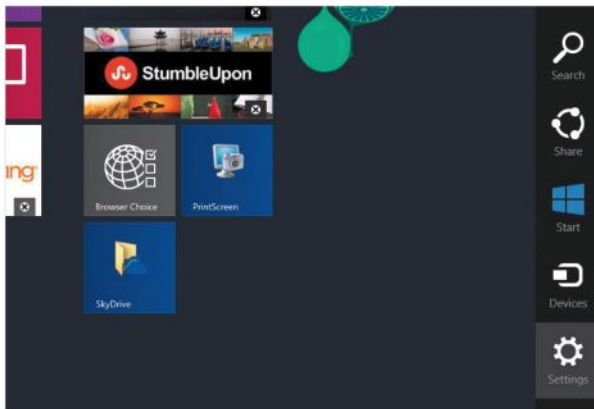
Thanks to Windows 8, you're not limited to using one computer—you can share your files between any devices that use the operating system

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**S**haring files and folders has never been easier than it is with Windows 8. By setting up your Windows 8 devices correctly, you'll be able to access your files on one computer by using another. So if you have a movie file on your Windows 8 all-in-one PC upstairs, you can easily watch it on your Windows 8 **tablet** downstairs. Not only is it a fantastic way to enjoy your media and use Windows 8's technology to its full potential, but it's also incredibly easy to do. It doesn't have to be media you share, either. You could be working on a document or photo on one computer, share it with another and continue working from there. There are huge possibilities to this technology, and we're going to show you how to make the most out of it.



## Share in Windows 8



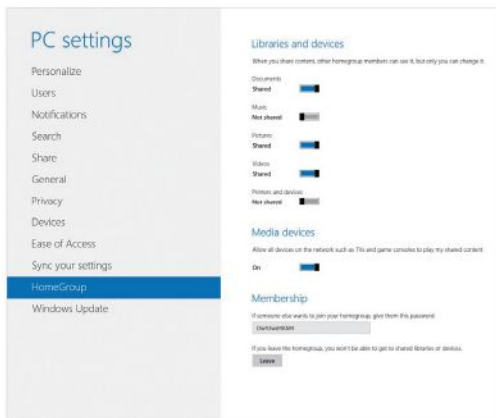
### 1 Introducing HomeGroups

**HomeGroups** were first introduced in Windows 7, and have proved very popular with people looking for an easy way to share files between their different computers. To set up a HomeGroup, open up the Charms bar and select the "Settings" charm, then select "Change PC settings."

### 2 Create a HomeGroup

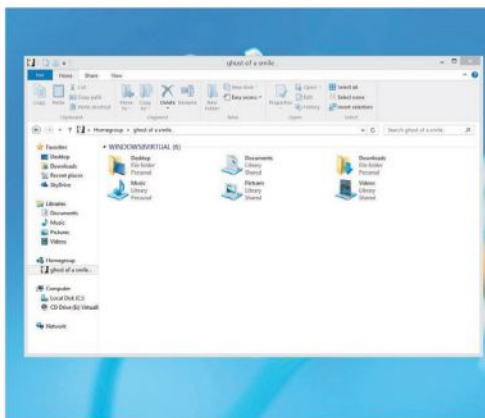
In the Settings screen, select HomeGroup, then click Create to set up your own HomeGroup. Windows 8 now creates a brand-new HomeGroup for you to customize the way you want. It may take a few minutes to get everything set up, however, so just sit tight while Windows 8 gets to work.





### 3 Add a PC to your HomeGroup

Make a note of the password under Membership. You need to enter that password in any Windows 8 device you want to add to your HomeGroup. On your other PC, go to the Settings charm, click "Change PC settings," then HomeGroup, and enter the password.



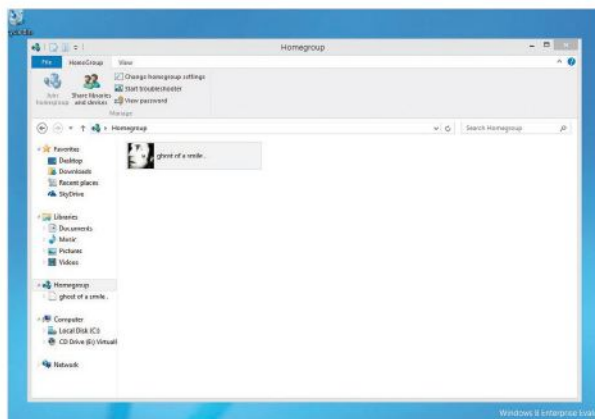
### 4 View your HomeGroup

You can view the files and folders you share in your HomeGroup as if they were folders on your PC. On the desktop, click the Libraries icon on the Taskbar and click on HomeGroup on the left. Click the user name of the other computer to see what it is sharing.

### Jargon buster!

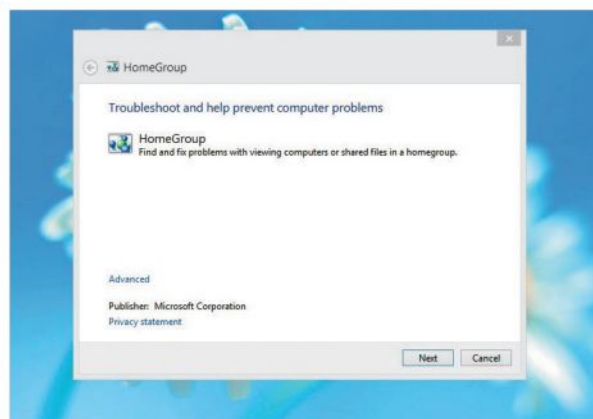
**HomeGroup**  
Enables you to connect two or more computers running Windows 7 or 8 on your home network to automatically start sharing your media and document libraries, as well as printers, with other people in your home.

**Tablet**  
Full touchscreen devices between 7 and 10 inches with no physical keyboard.



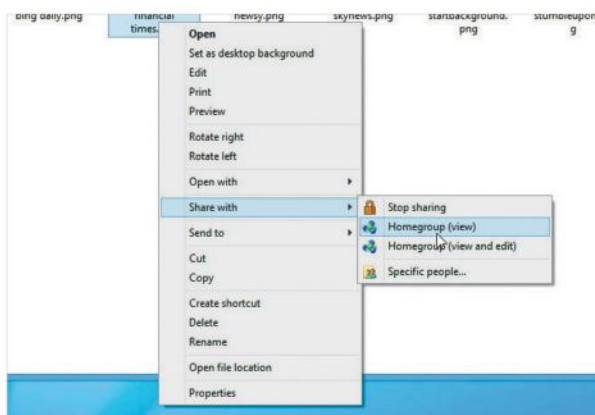
### 5 Change the HomeGroup settings

Click on the HomeGroup icon in the left-hand side of the window again and you'll see that Windows Explorer now offers a selection of new options in its ribbon bar. Click "Change HomeGroup settings" to change what you share with the HomeGroup, view the password, and more.



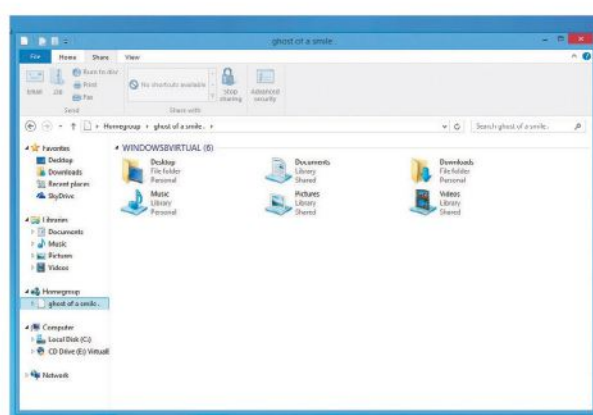
### 6 Troubleshoot problems

If you have any problems with HomeGroups, Windows 8 can help you identify and fix them with the HomeGroup troubleshooter. To launch it, either click on HomeGroup in Windows Explorer and select "Start troubleshooter," or type "HomeGroup" into the Start Screen and select "Find and fix problems with HomeGroup."



### 7 Quickly share files and folders

While you can set which folders Windows 8 shares in the HomeGroup, or drop files and folders into your Shared folders, you can also share individual files. Right-click on a file or folder and select "Share with > HomeGroup (view)" or "HomeGroup (view and edit)." The latter lets other people edit files, so be careful what you select.



### 8 Make the most out of sharing your files!

Now that you've set up a HomeGroup and added your devices to it, you can enjoy your shared media from any of the devices you like, browse another PC's photos, edit a document on a number of tablets, and so much more. Play around with it a bit and you'll find some excellent uses for sharing in Windows 8. ■

Learn how to...

# Set up and share a network hard drive

Network drives are great for accessing files from any PC in your house

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

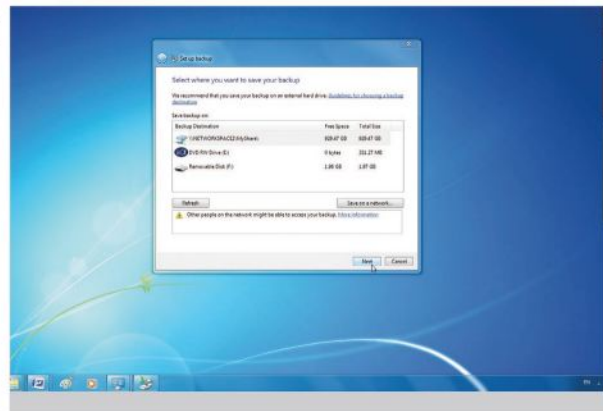
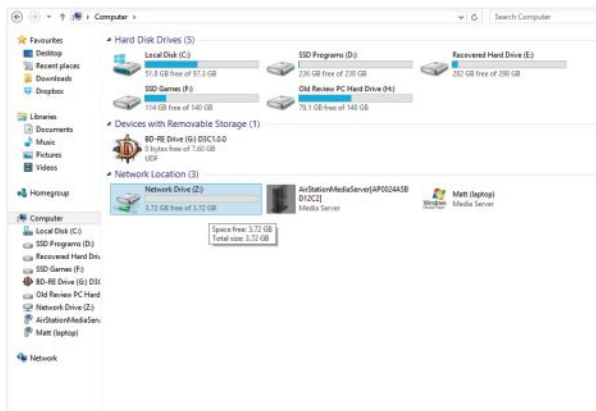
**U**nlike normal hard drives inside your computer, or external USB hard drives, which connect directly to your PC, a network attached

storage (NAS) drive connects to your home's local area network instead. In fact, NAS drives can be added to a home setup in a similar way to adding another PC, by connecting them via an **Ethernet cable**, which is connected to a **router**.

By adding a hard drive directly to your network, any PC or device that's also connected, and has the correct permissions, can access the NAS drive and the files stored on it. This means you can share music and photos, or work files, between computers without all the PCs needing to be turned on. Although it might sound complicated, setting up a NAS drive on a network doesn't take long and we'll show you how to do it.



## Set up and use a NAS drive

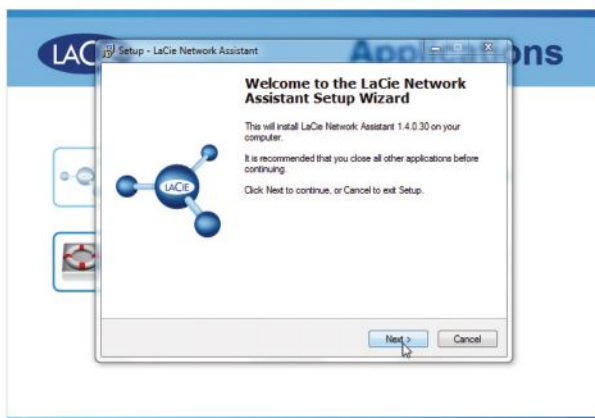


### 1 Which NAS drive?

There are lots of network-attached storage drives on the market, so think carefully about which one is right for you. NAS drives come in many sizes—as large as **1TB**—so make sure the one you go for has enough space to store all the files you need. A 1TB drive holds around 1,400 movies or 300,000 songs and photos.

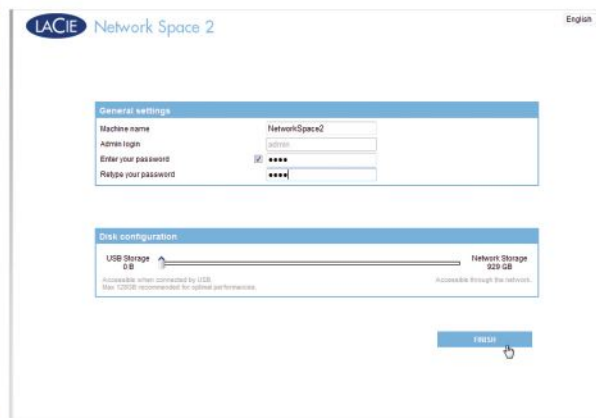
### 2 Connect and install the NAS drive

Your NAS drive should come with instructions on how to set it up and plug it in, and although different makes and models of NAS drives vary, the process should be very similar. You need to connect the drive to the power supply, and then plug the supplied Ethernet cable into both the drive and the back of your home router.



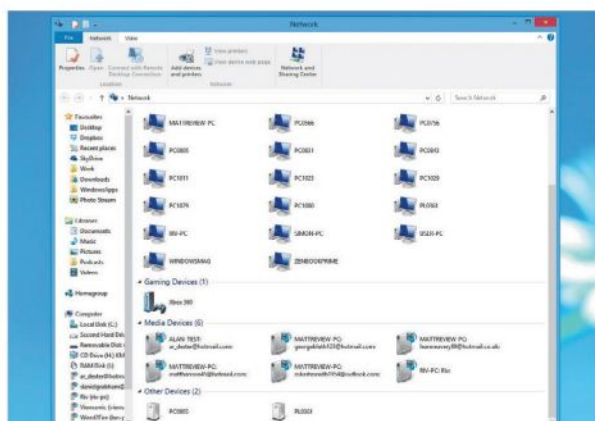
### 3 Install the supplied software

Your NAS drive should come with a CD of software for setting up the sharing features, and some also come with free backup and restore software. Insert the CD into your PC and wait for the setup screen to load. Follow the instructions. The screen above is for a LaCie drive, so yours may look different, depending on the make.



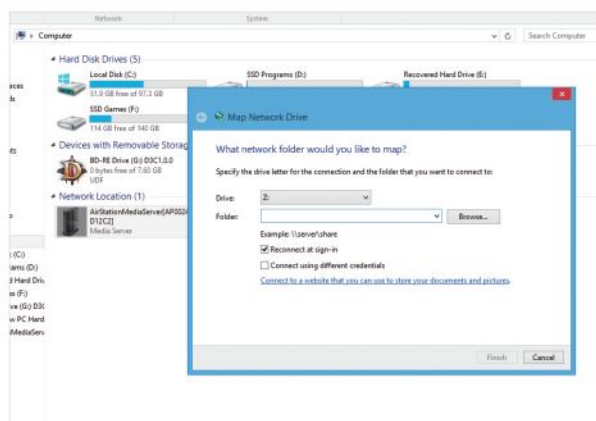
### 4 Configure the drive

Once the software is installed from the CD, you need to set up the NAS drive so you can access it from Windows. The software should make it easy to enter a password, so only you can change the settings in the future. You can also access the settings from the Start screen, or by right-clicking on the drive's icon in Windows Explorer.



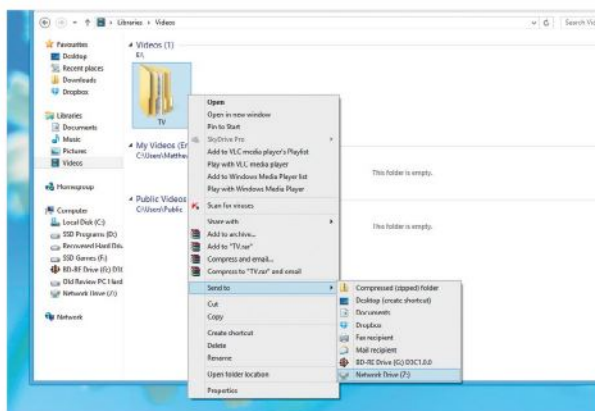
### 5 Access the drive

You can view the NAS drive's files as though it were a drive in your PC. Type "network" in the Start screen, then select "Network" from the search results. This option displays all the computers and devices (such as Xbox 360s) that are connected to your network. Your NAS drive should be identifiable by its product name.



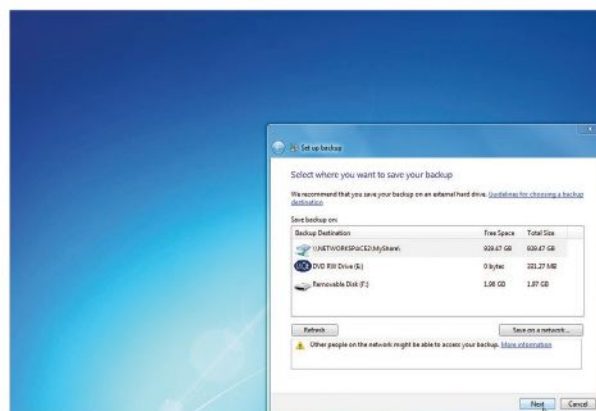
### 6 Add the drive to Windows

To use the NAS as though it were a normal hard drive, open Windows Explorer and go to "Computer" (on the left-hand side). Click "Map Network Drive" and specify the drive letter it uses, then click "Browse" to find the NAS drive. Select the name of your NAS drive, select a folder if necessary, then click "OK" and "Finish."



### 7 Use it as a drive

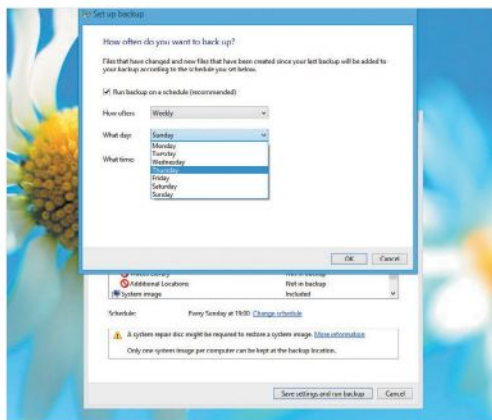
You now see the icon of the NAS drive along with your PC's normal hard drives and DVD drives when you click "Computer." If you want to copy a file or folder over to the hard drive quickly, you can right-click the item and select "Send to," then select the NAS drive from the drop-down menu, as you would with a USB flash drive.



### 8 Use your NAS drive as a backup

You can easily get Windows 8 to back up your important data to the NAS drive, so it's easily retrievable if something should go wrong with your PC. Open Control Panel, select "View by: Large icons" and select "Windows 7 File Recovery." Click "Set up backup," then click "Save on a network..." to select your NAS drive.



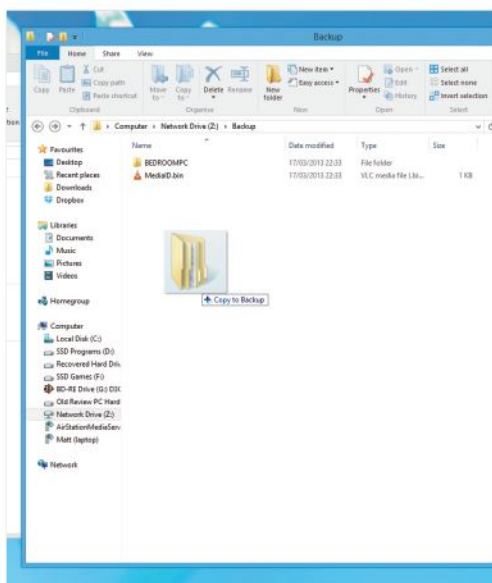


**Ethernet cable**  
Connects your computer or NAS drive to your home network.

**TB**  
Stands for terabyte.  
1TB is equal  
to 1,000GB  
(gigabytes).

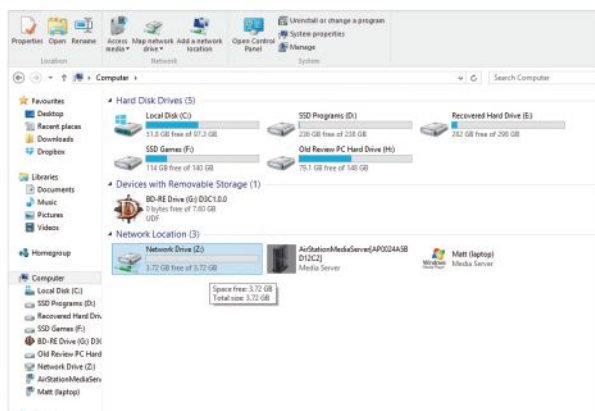
Click "Browse..." and select the NAS drive. You may need to enter the username and password you set in step 4. Click "OK" and then click on the NAS drive, which should appear under Backup Destination. Click "Next" twice and then select "Save settings and run backup."

**10** It's a good idea to schedule the backup to run automatically so the most recent versions of your files are saved. From the Backup and Restore window, click "Change settings" to set a time that's right for you. Ideally, it should be when your PC is on but not being used.



Sharing your files and folders between the different computers on your network when you have a network attached storage drive is extremely easy. All you need to do is copy the files you want to share over to the NAS drive, so they can be accessed by all the computers. You can either do this by right-clicking the files (as mentioned in step 7) or by just dragging and dropping the relevant files and folders into the NAS drive. It couldn't be easier.

**I** The great thing about storing a backup on a NAS drive is that if anything happens to your PC or files, you know that a copy is kept on the drive. If a virus deletes files on your PC, you can restore them by going to Backup and Restore and selecting “Restore my files.”



**15** If you decide to store all your music and videos on your NAS drive, you can get Windows Media Player to play them from the drive. Open Windows Media Player and click "Organize > Manage Libraries > Music." Click "Add...", then browse to the relevant folder on your NAS drive containing your music, and click "Include Folder."

**14** Congratulations! Once you've followed all these steps, you will have a fully functioning NAS drive that gives both your network and your PCs more functionality than ever before. Not only can you share files and play music through your house, but you can also make sure that all your irreplaceable files are safely backed up. ■

# 10

## tips for using SkyDrive

SkyDrive is a great way to store your important files in the cloud, but it can do so much more...

### 1 Automate your SkyDrive

You may have never heard of If This Then That ([www.ifttt.com](http://www.ifttt.com)) before, but it's a brilliant service that enables you to automate everyday things that you do online, making your life easier and freeing up a little more of your time to do more interesting stuff. A handy plug-in for If This Then That is available for SkyDrive, which means that you can do some really smart things, such as adding photographs to your SkyDrive account every time you are tagged in a picture on Facebook; or getting all your files on Dropbox to sync with SkyDrive, so they're added automatically when placed in your Dropbox folder. Just sign up to the service, search for "SkyDrive recipes" and start using them.

Shared Recipes search

4 Windows Recipes

skydrive

90 Recipes found

Facebook

Every time you are tagged in a photo on Facebook, it will be sent to SkyDrive

By [sawyer](#) on Oct 22, 2012

about 700 views

Dropbox

Sync Dropbox to SkyDrive

By [sawyer](#) on Oct 22, 2012

about 400 views

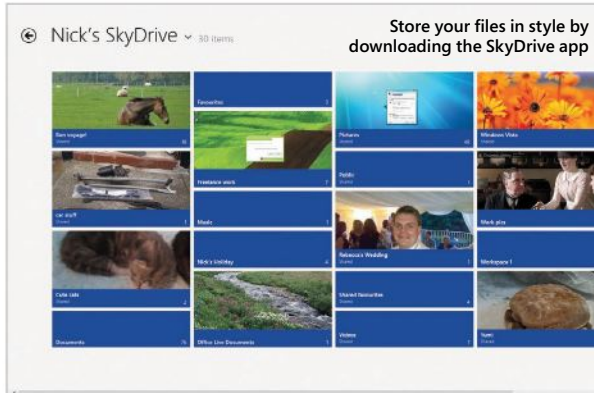
Facebook

Save my Facebook photo uploads to my SkyDrive

By [sawyer](#) on Oct 22, 2012

about 500 views

Get jobs done automatically by If This Then That to boost your use of SkyDrive

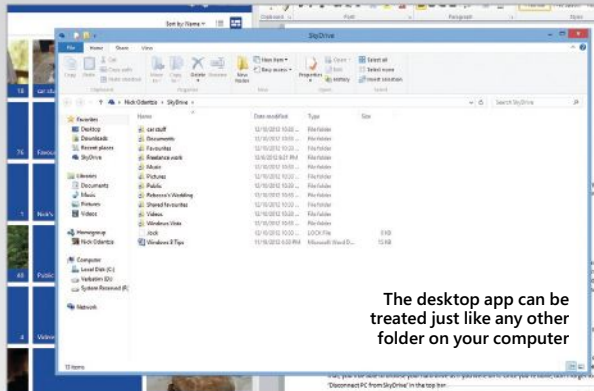


## 2 Use the SkyDrive app to save in style

SkyDrive.com is certainly a fine way to browse all your files online, but with the advent of Windows 8, there's now an alternative way of doing it, which is far more beautiful and intuitive. By downloading the SkyDrive app for Windows 8 from the Windows Store, you can instantly access your SkyDrive account right from your desktop, without having to go to the SkyDrive website first. It makes finding your files much easier because the layout uses the entirety of your screen real estate, with everything laid out clearly in front of you. You can add new folders, download files to your computer and much more, just as you can through the website, but now you can do it with added panache.

## 3 Use any other app with SkyDrive

Because SkyDrive is such an integral part of the Windows 8 operating system, you may notice that you can access it no matter where you are or what you're doing on your computer. For example, if you're in an app that enables you to save images, SkyDrive appears in the list of possible places where you can save your file. Or, if you're looking at photos in the Photo app, you automatically see all the photos on your SkyDrive account. Just look for the SkyDrive logo whenever you're in an app, and you can quickly and easily make use of the features that are relevant to that particular app.

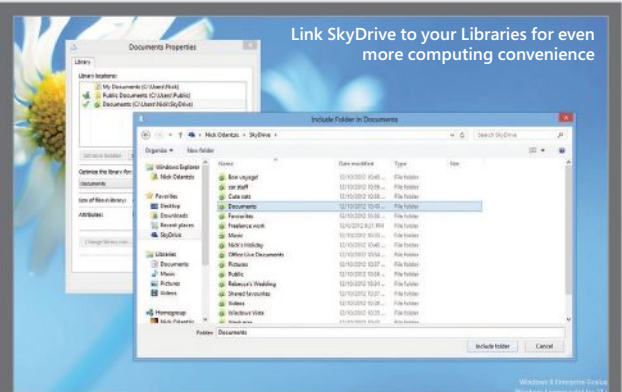


## 4 Get SkyDrive for your desktop

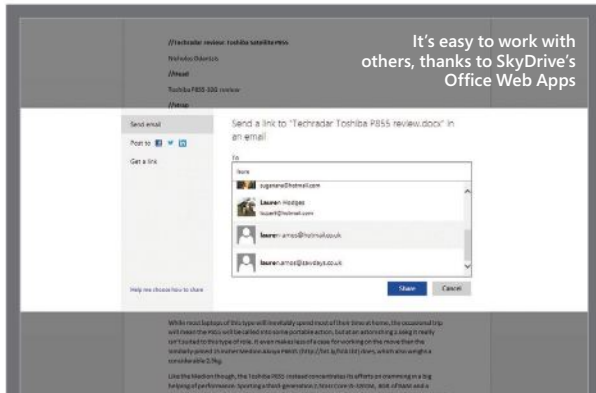
If you prefer to use the old-style desktop over the new-style Start screen, the desktop app might be a better choice for you than the SkyDrive app from the Windows Store. To get it, go to [www.skydrive.com](http://www.skydrive.com), log in and select "Get SkyDrive applications" in the lower left-hand menu. Choose "Windows desktop" from the menu and hit "Download no." Once installed, you're able to sync files from SkyDrive to your desktop and vice versa, so both places are in sync whenever you add or remove files. The real beauty of the desktop app is that you can treat it just like an ordinary folder, so files can be dragged and dropped to it, making it really easy to manage.

## 5 Integrate SkyDrive with your Libraries

People say that cloud file storage is the way forward and SkyDrive enables you to test the water. You can set up SkyDrive on your PC to act as though it were a part of your normal drive, by including its file locations within your Libraries (places where you store documents, pictures, music and video). For example, including SkyDrive in the Libraries means that when you open your regular Documents folder, you can see the contents of the Documents folder from SkyDrive. To do this, right-click the Documents folder with the Libraries, choose "Add," and browse to the Documents folder on SkyDrive and select "Include folder." Select it in the list and hit "Set save location." Do the same for the remaining folders.





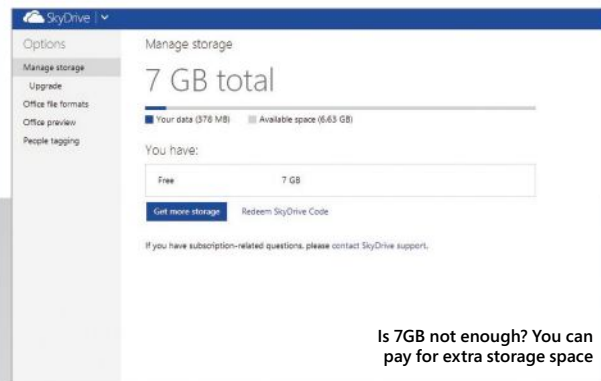


## 6 Collaborate on documents

SkyDrive comes with an online productivity suite called Office Web Apps, much like the Microsoft Office that you're already used to. It includes Word, PowerPoint, Excel and OneNote, and all documents can be created and edited right within SkyDrive. The real magic of this online way of working is that these files can be shared with other people, who can then look at them and work on those files from their own PC while you do exactly the same thing. This means changes can be made while the other person can see what's happening, and there is only one version to work on—so there's no confusion to be had.

## 7 Get even more storage space

By default, SkyDrive comes with 7GB of storage space for all the files you upload to it (and this space, of course, doesn't cost you a penny). You could create a number of different Outlook logins so you get several SkyDrive accounts and add to your storage that way, but it would really defeat the point of having all your files together under one roof. So the better option is to choose a plan that offers you a bigger allowance of file storage. Go to "Manage storage" in the options menu (the little cog in the top bar) and select "Get more storage." You'll see a range of plans available for more space, starting from \$10 per year for an extra 20GB, going up to \$50 per year for a whopping extra 100GB of storage.



Is 7GB not enough? You can pay for extra storage space

## 8 Access all your files from anywhere

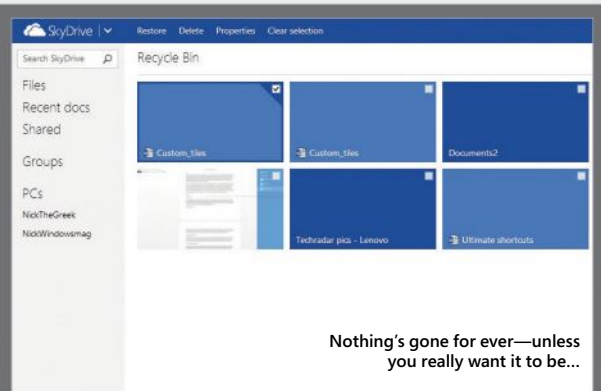
Go to SkyDrive.com and sign in—in the left-hand menu you'll see a heading called "PCs" and under this you'll see any computer from which you've signed into SkyDrive. SkyDrive remembers them all and, provided that PC is turned on, you can access the files on it. Only those who have access to your Microsoft account can do this, for obvious security reasons, and you'll need to use a special security code, which is sent to your phone (or emailed to you), so that you can sign into that PC. Once you've done that, you'll be able to browse your hard drive as though you were on it. Once you're done, don't forget to hit "Disconnect PC from SkyDrive" in the top bar.

## 9 Get organized and stay in control

While it's easy to just chuck everything into one pot within SkyDrive and forget about basic house-keeping rules, this is a bad way of working, and soon enough you'll begin to find it very difficult to locate the particular file you're looking for among the mass of documents and photos you've stored online. So, it pays to be a little more organized in your approach—put the right sort of files into the right folders to begin with (such as pictures in the Picture folder, and so on), and then create folders within them to keep items categorized. You can either do this via [www.skydrive.com](http://www.skydrive.com), or right from the desktop app.

## 10 Start recycling your files

If something happens to get lost in your SkyDrive folder, or you accidentally delete a file or folder that you actually wanted to keep, there's no need to panic. Chances are, it's ended up right in the handy Recycle Bin provided by SkyDrive. It works just like the one that sits on your computer desktop. Just click on "Recycle Bin" in the lower left-hand menu (underneath your storage allowance), select the file you want to retrieve, and hit "Restore" in the top bar to put it back where it came from. Alternatively, if you have a file saved on SkyDrive that you know you're never going to need again, choose "Delete" instead to permanently get rid of it and reclaim some valuable storage space.



Nothing's gone for ever—unless you really want it to be...

DO THIS NOW...

# Stay safe with Windows 8

With Windows 8, it's easier than ever to keep control

## Choose what info apps can use

By default, Windows 8 apps can use your name, location, and account picture, but you can restrict them. Go to the Settings charm (or press [Windows]+[I]) and choose "Change PC Settings." Select "Privacy" and click buttons to disable any details you'd rather not share. There's no reason why you should worry about giving this information to apps, but if you are concerned, this gives you peace of mind. Apps also send information back to Microsoft and app developers about the web content used within them—you can turn this off here should you wish, too.

## PC settings

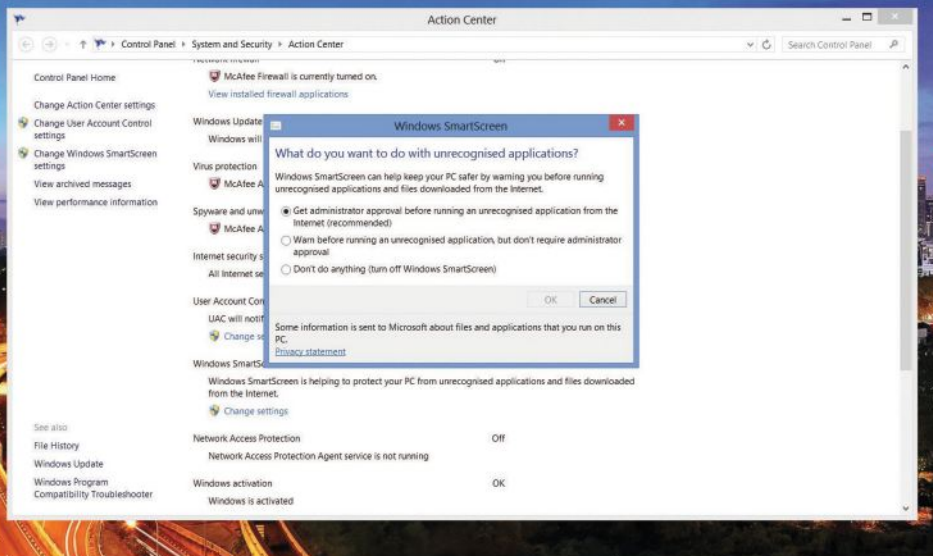
Personalise  
Users  
Notifications  
Search  
Share  
General  
**Privacy**  
Devices  
Wireless  
Ease of Access  
Sync your settings  
HomeGroup  
Windows Update

## Privacy

Let apps use my location  
**On**  
Let apps use my name and account picture  
**On**  
Help improve Windows Store by sending URLs for the web content that apps use  
**On**  
[Privacy statement](#)

## Install any apps

Most mobile platforms recommend you only install apps from approved sources, and Windows 8 only allows you to install trusted apps from the Windows store. But most of us want to install more than just Windows Store apps—web downloads, for example—and for that you need to tell your PC it's OK (if you're an administrator, right-click an app and choose "Run as administrator"). Press [Windows]+[W] for the Settings search (or use the Search charm and select 'Settings'). Type 'smart' and go to 'Change SmartScreen settings'. Choose 'Change Windows SmartScreen settings' and choose to get a warning or turn off the approval.



## Manage the firewall

The Windows Firewall with Advanced Security is more advanced than ever. It checks with you whenever an app requests access through it—but you can manually set up access for apps, too. Press [Windows]+[W] and search for Windows Firewall, then click or tap “Allow an app or feature through Windows Firewall.” You can choose which apps have private and public access, though you need administrator rights. Click “Change settings” to get access to the checkbox list. This part of the Control Panel also enables you to amend any rules associated with your firewall settings, and create, import, and export different security policies.

### Allow apps to communicate through Windows Firewall

To add, change or remove allowed apps and ports, click Change settings.

What are the risks of allowing an app to communicate?

[Change settings](#)

#### Allowed apps and features:

Name	Private	Public
<input checked="" type="checkbox"/> @([Microsoft.Bing_1.2.0.137_x64_8wekyb3d8bbwe?ms-resource://Microsoft.Bin...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> @([Microsoft.Reader_6.2.8516.0_x64_8wekyb3d8bbwe?ms-resource://Microsoft...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> @([Microsoft.SkypeApp_1.2.0.129_x86_kzf8qxf38zg5c?ms-resource://Microsoft...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> @([microsoft.windowscommunicationsapps_16.4.4206.722_x64_8wekyb3d8bbw...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> @([microsoft.windowsphotos_16.4.4204.712_x64_8wekyb3d8bbwe?ms-resource...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Adera	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Bing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Browser Choice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Connect to a Network Projector	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Core Networking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Daemonu.exe	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Distributed Transaction Co-ordinator	<input type="checkbox"/>	<input type="checkbox"/>

[Details...](#)

[Remove](#)

[Allow another app...](#)

OK

Cancel

## PC settings

Personalise

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Windows Update

### Sync your settings

Sync settings on this PC

On ☒

#### Settings to sync

Personalise

Colours, background, lock screen and your account picture

On ☒

Desktop personalisation

Themes, taskbar, high contrast and more

On ☒

Passwords

Sign-in info for some apps, websites, networks and HomeGroup

On ☒

Ease of Access

High contrast, Narrator, Magnifier and more

On ☒

Language preferences

Keyboards, other input methods, display language and more

On ☒

App settings

Certain settings in your apps

On ☒

Browser

Settings and info like history and favourites

On ☒

Other Windows settings

File Explorer, mouse and more

On ☒

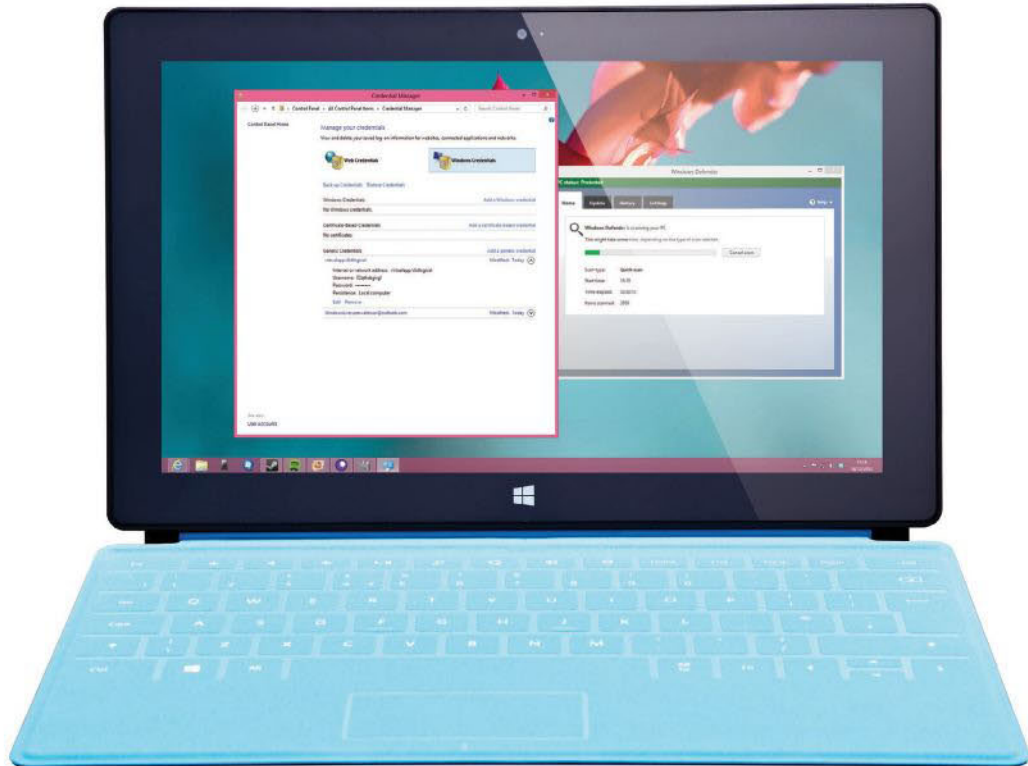
#### Sync over metered connections

Sync settings over metered connections

## Sort out sync

One very useful Windows 8 feature is its ability to synchronize your settings with other devices through your Microsoft account. So if you set up a phone or another Windows 8 PC with the same account, it synchronizes your contacts, email details, and so on. This is very convenient but there may be times when it's not a good idea. If several people use a device, they will ideally have different accounts—but this might not always be the case. Control everything that Windows might sync by going to the Settings charm, then tapping “Change PC Settings.” Go to “Sync Your Settings” to disable anything you'd rather not sync.





## 25 TOP TIPS FOR...

# Improving security

The web is a dark, scary place. Make sure you're prepared for it properly with these handy hints

**1** Windows 8 is dedicated to protecting your passwords. The Windows Credential Manager does the hard work, looking after web passwords and any local network passwords you have. Type "credential" at the Start screen.

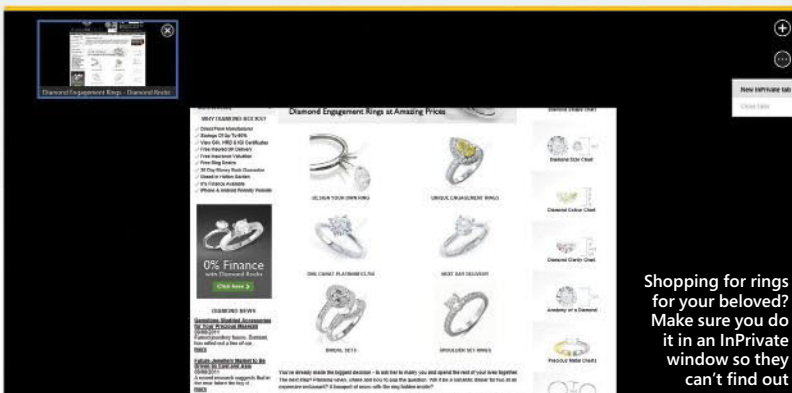
**2** The Credential Manager looks after your passwords if you save them when logging in. It's worth periodically backing up logins, in case Windows is reset. Click "Back Up Credentials" and point it to a safe location to do this.

**3** Think carefully about the passwords you use. If they're easy to guess, or based on dictionary words, you risk someone with the right tools breaking in. We like to create passwords from a string of random words – for example, greenwellingtonmonkeyfighting is super secure and easy to remember.

**4** You can also generate dictionary-proof passwords. These aren't easy to remember but they are rock-solid. Try the PCTools generator at [www.pctools.com/guides/password/](http://www.pctools.com/guides/password/) to create something automatically.

**5** There's another password generator if you don't trust a web service. Search the Windows Store for "Random Password Generator." Install it, then drag the slider to determine the length of your password, and hit "Generate."

**6** The real key to password management, particularly if using complex passwords, is online storage. LastPass is the field leader, and it has a Windows 8 app to help you keep your logins in check.



Shopping for rings for your beloved? Make sure you do it in an InPrivate window so they can't find out

7

Using the LastPass Modern browser isn't as convenient as your choice of desktop browser, though. Use LastPass' plugins (from [https://lastpass.com/misc\\_download.php](https://lastpass.com/misc_download.php)), which hook into every desktop browser.

8

Security is also about covering your tracks; if someone gets on to your PC, you don't want them to see what you've been up to. In Modern Internet Explorer, right-click to get the Tab menu and click the ellipsis (...) icon to start a new InPrivate tab.

9

InPrivate tabs (or Incognito tabs in Chrome, and Private Browsing in Firefox) run in a protected environment. You can use them to buy gifts for others without leaving a trace in your history.

10

It's worth periodically clearing your history and cookies. This means sites forget who you are, but it also stops intruders seeing what you've visited, and confuses advertisers. Open Modern IE, press [Windows]+[I], go to Settings > Internet Options, then click the button at the top to clean up.

11

Many sites let you connect securely, so the data you send can't be intercepted. The method varies from site to site, but you can try changing the "http" at the start of a web address to "https" instead. It works in many cases.

12

The most private way of browsing is through a virtual private network, or VPN. It means even your ISP can't see what you're doing; your traffic is encrypted from one end to the other. Try Hotspot Shield ([www.hotspotshield.com](http://www.hotspotshield.com)) – it's free, supported by ads.

13

Install Hotspot Shield (avoiding the toolbar during installation) and run it to get secured. If you set it to "Always turn on" mode when you first run, your laptop is protected whenever you're on an untrusted network.

14

Make sure the site you're using is the real thing. On a desktop browser, look in the address bar for a token that verifies its identity; on Chrome there's a lock icon on the left, on Firefox there's a green bar on the left, and on IE there's a small lock on the right.

## Random Password Generator

Length: Use: ☒ Upper case letters [A - Z] ☒ Lower case letters [a - z]☒ Numerics [0 - 9] ☒ Special Characters

Generate

7vITL^oRIYOszzJG6gKC



You can generate a nice random password through Windows 8 apps. You'll never remember it, but that's pretty secure

15

If you do stumble on to an unsafe website – or one that's been reported as trying to steal your personal information – you should see a big red warning page. Don't ignore this. And don't rely on it; if it's a new threat, the warning might not appear.

16

Sometimes a legitimate site might be misreported as compromised. Whichever browser you use, there'll be an "advanced" or "more information" link on the warning page; report the page as being mistakenly flagged here.

17

If you suspect a site, check the address bar. Make sure it's a properly formed web address of the format you might expect from the site you're visiting. If it's not, copy the address and send it to [www.phishtank.com](http://www.phishtank.com), which catalogues such things.

18

Pay attention to your email. You might get something purporting to be from your bank, which is in fact a phishing attack, trying to trick you into giving up personal details. Look out for spurious addresses, bad grammar, and links that take you to odd addresses.

19

Your children's safety is important. Use parental controls, or a picture password on your main account, so they can't misbehave. Untrusted users should never be able to log in to your account.

20

Make sure you have safe search switched on in your search engine to protect your kids from accidentally stumbling on lewd images. To do it in Bing, click the cog at the top-right of the screen and set SafeSearch to "strict."

## Quick tips

21

Antivirus is very important. Windows comes with some built-in protection to help you out – just type "defender" at the Start screen to find it.

22

Windows Defender should run scans automatically, but you can run a quick scan on demand (if you're worried) by clicking the "Scan now" button.

23

A full scan (click the "full" radio button, and then "Scan now") takes rather a long time to complete, but covers everything on your computer.

24

You can use the Update tab to quickly refresh Defender's cache of known viruses and threats, so it's ready for anything you might throw at it.

25

You might like to try a stronger solution than Windows Defender. AVG offers a complete free antivirus tool from <http://free.avg.com>. Give it a try! ■

Learn how to...

# Set up Family Safety

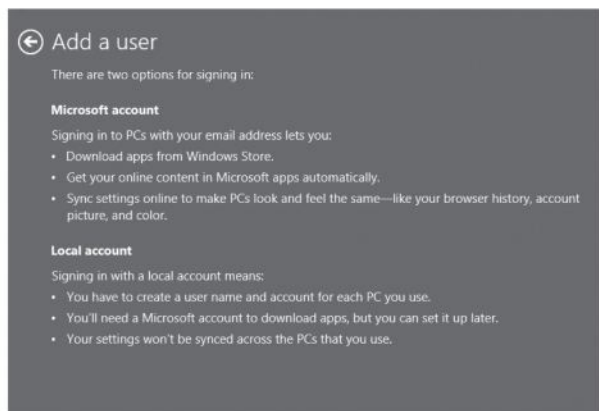
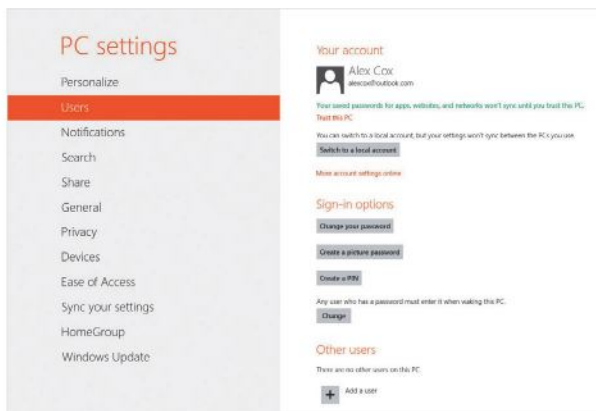
Keep your younger family members safe when they're online, even if you don't have time to watch them every second of the day

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

**P**rotecting your children is of utmost importance when it comes to computing. Your laptop or tablet is always connected to the internet, completely portable, and a potential portal to some rather unpleasant things. But not everyone needs to be subject to the same restrictions. You might want to keep your junior away from Facebook and stop them from using the computer after 8pm, for instance, but allow your teenager a little more leeway. And, of course, you want unfettered access for yourself. Windows 8 makes all of this easy to achieve. First, make sure your own user account is password-protected. If you log in with a Microsoft account, this isn't an issue, but if you use a local account, you need to lock it down.



## Create a locked-down account



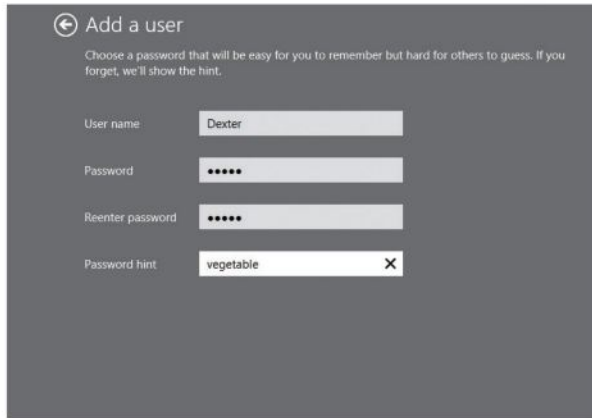
### 1 Add users

Before starting with Family Safety, we need to make sure your computer is properly set up. If you're sharing a single user account between your family, it's time to divide and use one account each. Bring up the Charms bar on the Start screen, choose "Settings > Change PC Settings," and finally the "Users" menu.

### 2 Choose rights

Here you can create a new user account with standard rights—that is, restricted access, which has no potential to harm your computer. Scroll down to the bottom of the page and select the plus sign next to "Add a User." Because we're creating restricted, local accounts, choose "Sign in without a Microsoft account."





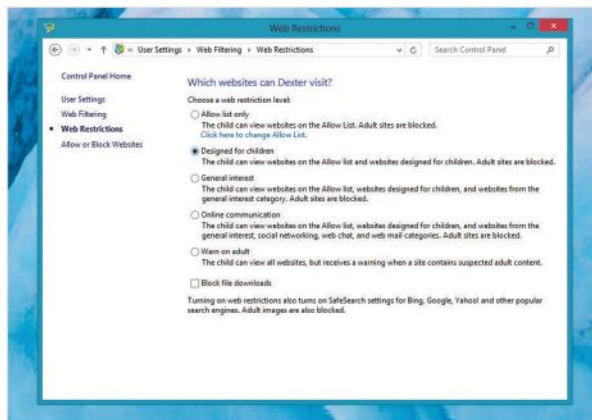
### 3 Name and password

Select “Local Account.” Put in the name of the user in the top box, then decide whether you want the account to be password-protected; even with children, it’s a good idea, so they can’t log into each other’s accounts. Just make sure you know the password in case anything goes wrong with the account in the future.



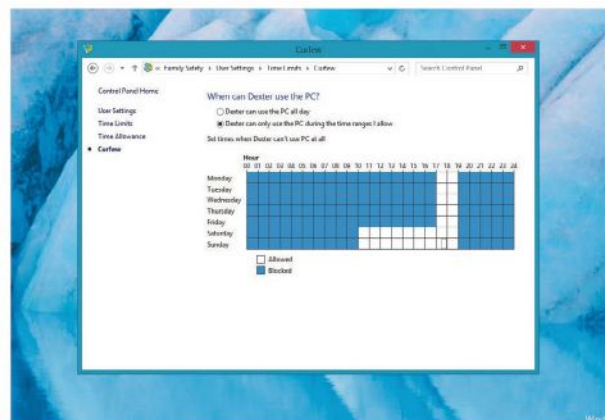
### 4 Find Family Safety

Tick the box next to “Is this a child’s account?,” then click “Finish.” Your new user is created; repeat as appropriate for each member of your family. Press [Windows] to get back to the Start screen, then type “family safety,” choose “Settings,” and select “Family Safety” to be taken to the desktop-based control panel.



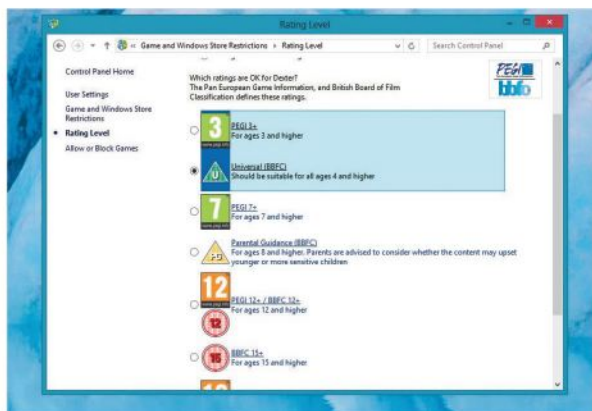
### 5 Lock the web

To restrict web access, choose an account name, tap “Web filtering,” then “Set web filtering level.” There’s a number of choices: “Designed for Children” should be fine for young kids, and “Online Communication” for older children. If you’re especially cautious, choose “Allow List Only” and click the link to set allowed sites.



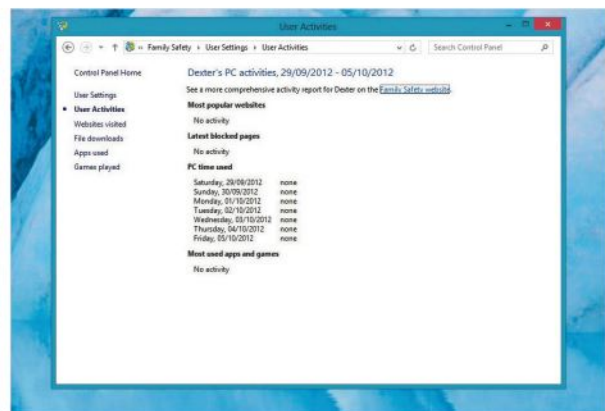
### 6 Set the clock

Select “User settings” to go back to the main menu for this user, then “Time Limits.” You can set a time allowance (say an hour per day) with the top link; bear in mind that you can override this if more time is required for homework or similar. Setting a curfew restricts the hours your child can access the PC.



### 7 Define age limits

Go back to “User settings.” The bottom two links can be used to set what that user can and cannot download from the Windows Store, and what ages are deemed appropriate in terms of games and age-rated apps. The local accounts we have created don’t have access to the Windows Store anyway.



### 8 Watch the logs

Perhaps the most devious part of the Family Safety center is on the right of the user settings screen. Select “View activity reports” to see exactly what that user has been up to, from blocked sites they’ve tried to visit to the amount of time used. If there’s something there that shouldn’t be, it’s time for a little chat... ■

Learn how to...

# Make Windows tough to crack

Increase your password strength

**WORKS WITH**  
Windows 8  
Windows 8 Pro  
Windows RT

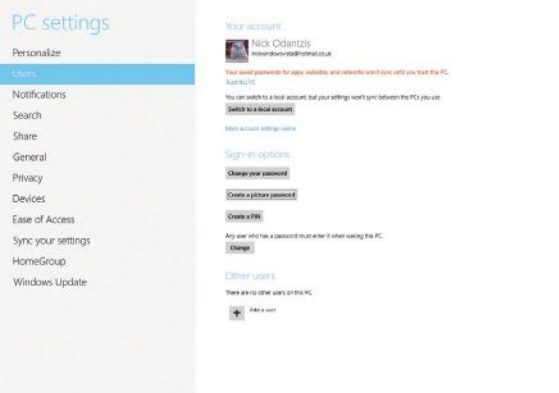
**H**ow often do you use a password? For most of us, it's likely that entering a secure password is a daily occurrence. But it might not be as secure as you think. Clearly, none of us wants to be at risk of anyone being able to get into our computer and access our files or steal sensitive data, so it's crucial that your password is as strong as it can be. Microsoft has stayed ahead of the game when it comes to security, and Windows 8 comes with a handy feature called Picture Password, which enables you to draw your own password—once we've shown you how to set it up, there's no guessing it. We'll also cover a great app called LastPass, which creates unique ultra-secure passwords for all your online accounts using one password, so read on to stay protected.

## Beef up your security



### 1 Open settings

You log in to your PC every day, but you certainly don't want anyone to be able to access your personal account—even if it's just a partner or your kids. So create a picture password, which will save you having to type an uncrackable password every time. Just start your PC, open the Charms bar and select the "Settings" option.



### 2 Picture perfect

Select "Change PC settings" and then choose "Users" from the left-hand menu. Underneath the "Sign-in" option, select "Create a picture password" and input your current password (if you have one). First things first—choose a picture that you like from the area on your PC where you store them.



**Good draw**

You draw your gestures in the area where your picture is located. It can be a combination of circles, taps and straight lines.

**Unique picture**

By using a picture that is personal to you, you're more likely to remember the sequence of the password you need to enter each time.

**Jargon buster!****Browser**

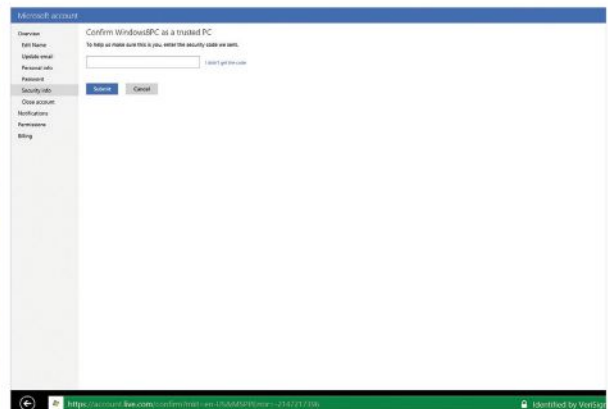
This is what you use to access the internet and look at websites. There is a variety of browsers available, including Internet Explorer, Firefox and Chrome.

**Gesture**

Much like in real life, a gesture is a physical action that you perform to manipulate the Windows 8 environment—for instance, swiping right to access the Charms bar.

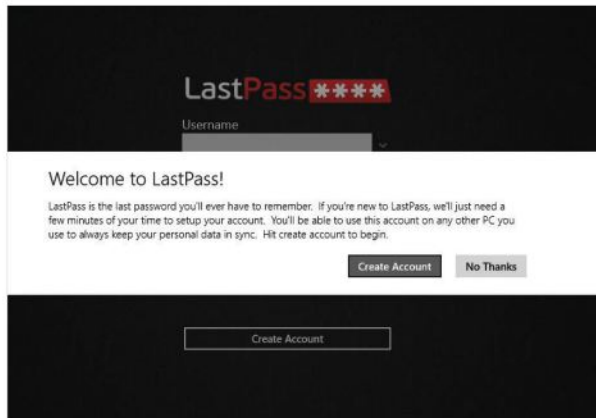
**3 Get drawing**

Once you have located a suitable picture, select “Use this picture” and then you can start building your picture password. Doing this is a three step process—choose a part of the picture and draw three things. It can be a circle, a simple tap (of your mouse or screen) or a line, or any combination of them all.

**4 Confirm your password**

You need to confirm your password to ensure you entered it correctly, then hit “Finish” and your picture password is complete—you’re far more secure than with a conventional password. If you have multiple Windows 8 devices, click “Trust this PC” from the “User account” menu to sync the picture password with other devices.



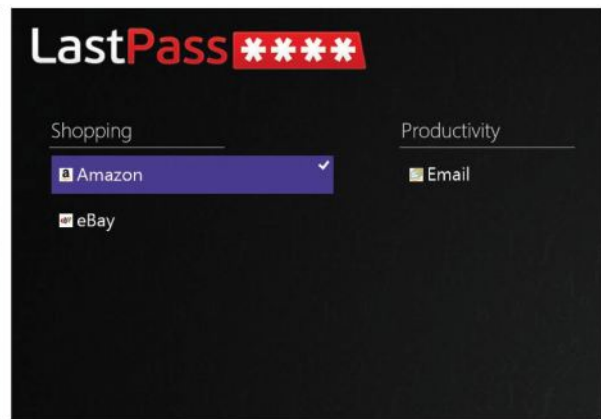
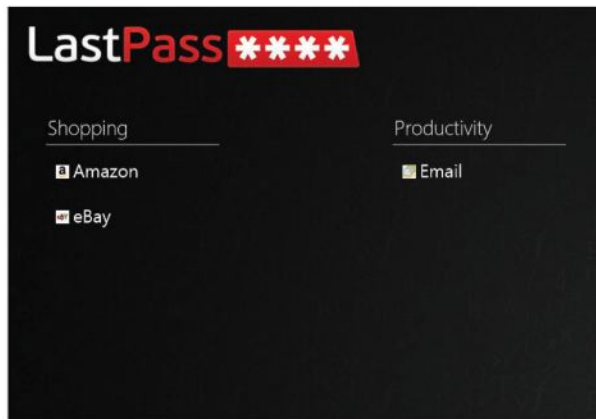


## 5 Online accounts

Now you should improve the way you log in to favorite sites. Using LastPass, life is much easier because you don't have to log in to all your favorite sites each time you start your PC—LastPass does the hard work for you. Download and install LastPass from the Windows Store, choose “Create account” and enter your details.

## 6 Your master

The Master Password is the password you need to input every time you log in to LastPass. Make it as strong as possible by using a mixture of upper- and lowercase letters and numbers, making it at least eight characters long. The meter below the text box indicates how strong your master password is—it needs to turn purple.

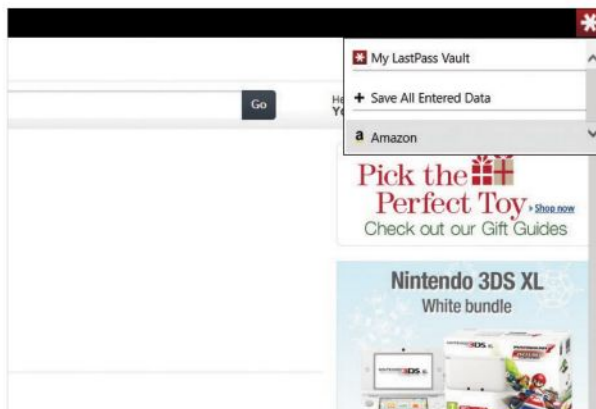


## 7 Add sites

Once you've logged in to LastPass, the first screen you see is blank, which is disconcerting, but fear not—this is your blank canvas with which to create your own LastPass vault. Right-click your mouse (or swipe from above) to access the menu and choose “Add Site” to add your favorite password-protected online accounts to LastPass.

## 8 Fill in the blanks

Enter the details of the site you'd like to add, with the password you normally use for that account. You can add the site to a group (such as shopping) to organize your sites better. At the bottom there are checkboxes if you'd like to be auto-logged into the site or make the site a favorite. Hit the tick on the right to finish.



## 9 Log in quickly

Now, whenever you want to use one of your favorite online accounts, simply check the tick box on the account and hit “Browser.” You're taken to the account, and if you've selected to auto-login, you don't need to do anything else. If not, click the “LastPass” menu and choose the name of the login you need.

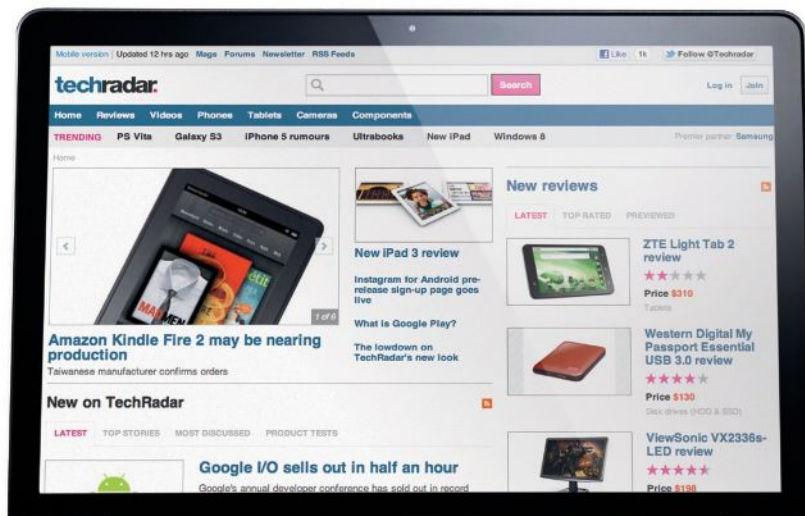
## 10 Safe and sound

You've made passwords a lot safer—and easier to remember. If you'd like to increase the safety of your LastPass accounts, go to the **browser** for any account, right-click (or swipe from the bottom) and select “Generate password.” LastPass creates a unique super-strong password for that account. Click “Save” and that's it. ■

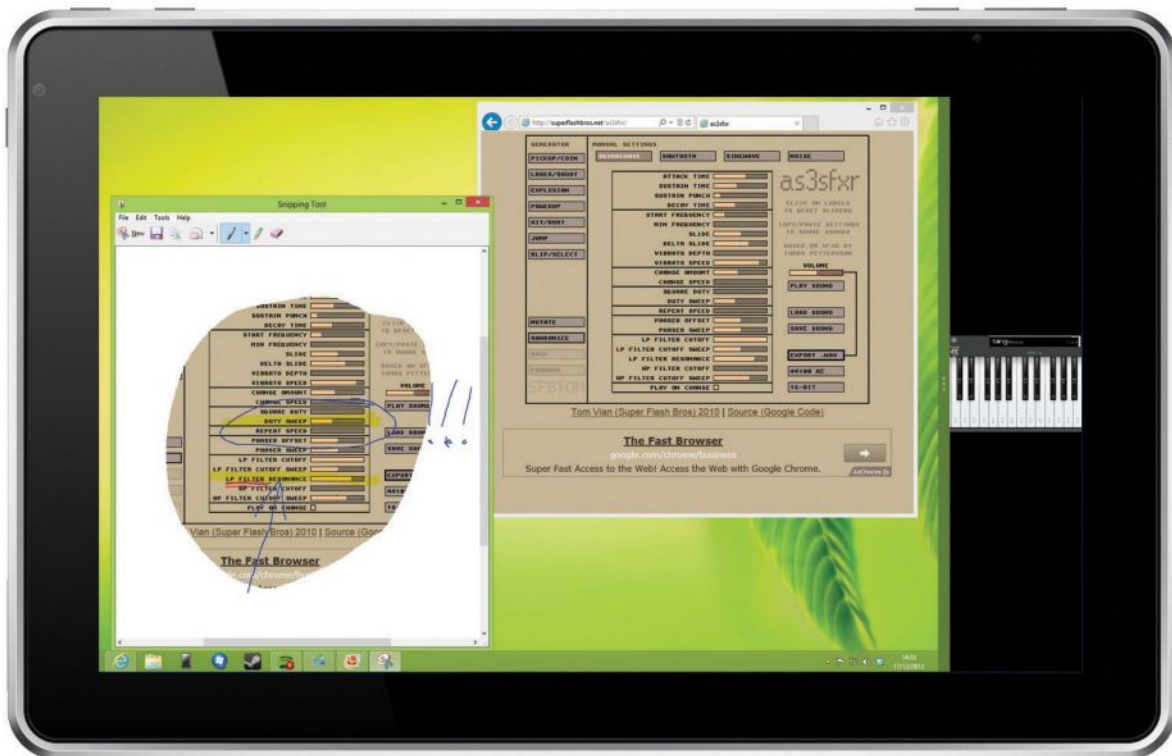
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## 25 TOP TIPS FOR...

# Getting more creative

From pretty  
pictures to glorious  
sounds, you can do  
a lot more with  
Windows 8

**1** Are you an old-school Windows user? You're probably familiar with Paint. It might look as though it's disappeared from Windows 8 but it hasn't. Go to the Start screen, press [Windows]+[Q], and search for "paint."

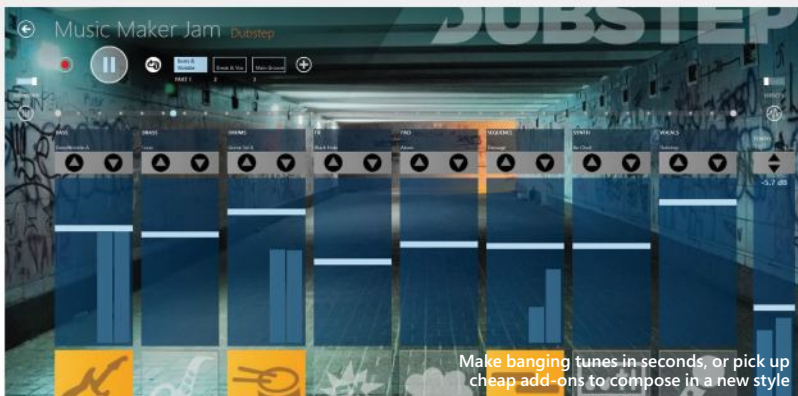
2 There's a good reason that Paint has been tucked under the rug a little – Microsoft has a new artistic app that supports multi-touch, fancy brushes and more. It's called Fresh Paint and it's available from the Windows Store.

**3** Fresh Paint is very nice, but it's more artistic than practical. You can use it to make a pretty picture, but not to edit one. If you want to tweak your snaps, you need Microsoft's Photo Gallery, available from <http://windows.microsoft.com/en-GB/windows-live/photo-gallery-get-started>.

**4** Photo Gallery can make dull snaps colorful and bright by adjusting the exposure. Open a suspect photo, go to the “Edit” menu, then click the fine-tune button on the ribbon; use the sliders to tweak it until you’re happy.

**5** Photo Gallery can also stitch photos together into panoramas. Your results may vary – particularly if you’ve been snapping in inconsistent light, or including moving elements – but you’ll find the option in the “Create” menu.

**6** If you want super-deep control over photo and image editing, you need a third-party tool. The GIMP ([www.gimp.org](http://www.gimp.org)) is well regarded and free, with power akin to Photoshop, but in a less professional package.





**7** Done something pretty with Windows? Want to show it off? Windows 8 features a much improved screenshot tool. Press [Windows]+[Print Screen] at the same time, and you'll find the shot in the Screenshots folder in Pictures.

**8** You can still use the old screenshot method (press [Print Screen] on its own) to send the current screen to the clipboard. If you're on the desktop, you can also use [Alt]+[Print Screen] to capture only the current active window without any of the other desktop elements around it.

**9** For an even more specific way of capturing your screen, use the Snipping Tool. Type "snip" on the Start screen to find it. You can cut free-form shapes, rectangles and windows from your desktop; use the down arrow next to the "New" button to select which type you'd like, then click "New."

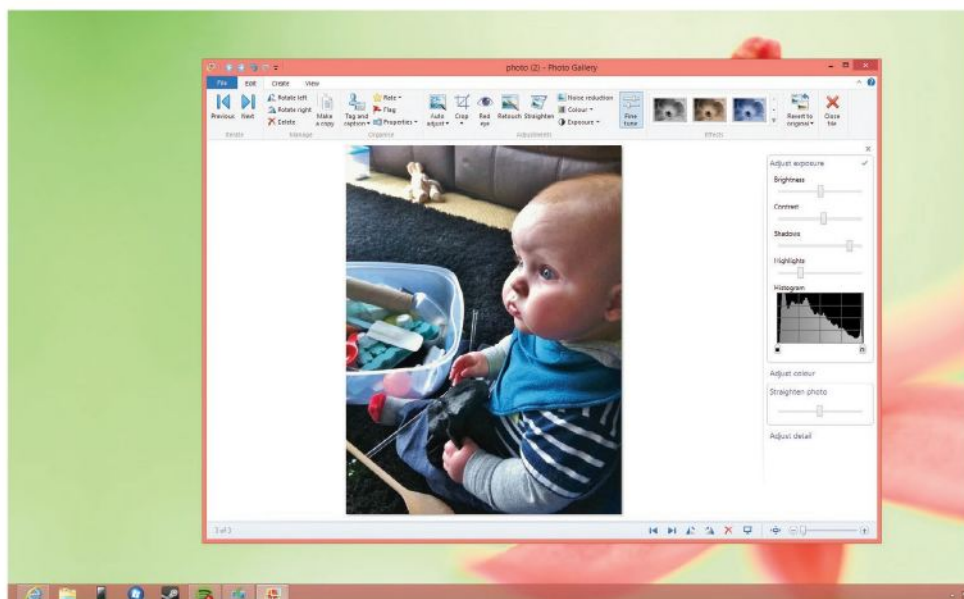
**10** One you've taken a snip with the Snipping Tool, you can save it or email it, or you could embellish it first. There's a number of pens in different colours, and a highlighter tool.

**11** Time for some audio creativity. There are plenty of apps in the Windows Store that enable you to muck about with music – the cool Music Maker Jam is free and will turn you into a copy-and-paste dubstep master. You might not make a chart topper, but it's certainly fun.

**12** Windows 8's touchscreen affinity means it's perfect for simulating instruments. They don't have the same impact if you use a keyboard and mouse, but we recommend Accordion8 and Organ8, free from the Windows Store.

**13** Dig around in the Store for Metronome+ if you want a decent tick to keep in tempo when making proper music, or give Retro Stepper a try for an old-school sounding drum machine.

**14** If you fancy making some nifty new Windows sounds, head to the desktop, fire up your web browser, and go to [www.superflashbros.net/as3sfxr/](http://www.superflashbros.net/as3sfxr/) – drag the sliders or use the randomizer to make a sound, then export as WAV.



You can tweak any old snap to get the absolute best out of it using Photo Gallery's handy sliders

**15** Got a microphone? Want to record, say, a podcast? Windows Sound Recorder can do it – sort of – but you get much better results, and you can edit the podcast as well, if you download Audacity for free from <http://audacity.sourceforge.net>.

**16** Bear in mind that Audacity saves, by default, in its own AUP project format. This is perfect if you want to go back and edit your recording, but not if you want to share it. Make sure that you export your file rather than save it.

**17** Annoyingly, Audacity doesn't export as MP3 without a tweak, as it can't legally be distributed with the MP3 encoder. You have to download that separately. There's a full guide on the Audacity site at <http://bit.ly/LzsaJz>.

**18** MP3 files are small, but they can be made smaller; if recording a speech podcast, for example, use the 'Options' button on the 'Save' dialog to lower the bit rate – you don't need a high bit rate for speech, and the file size will be significantly reduced.

**19** There are lots of providers who can make your podcast available to the world – we like [www.libsyn.com](http://www.libsyn.com) – but for small-scale distribution, you can't beat SkyDrive. Upload your podcast, log in via [www.skydrive.com](http://www.skydrive.com), right-click the file and select "Share."

**20** You don't just have to share creations via email. Click the link on the left adorned with Facebook, Twitter and LinkedIn logos, and use "Add Services" to ensure SkyDrive is connected. Then point friends to your share with ease.

## Quick tips

**21** Check out what others have done. If you're in to art – particularly in a manga style – DeviantArt ([www.deviantart.com](http://www.deviantart.com)) is a great place to start looking.

**22** Musicians often preview early mixes and tacks they've made on [www.soundcloud.com](http://www.soundcloud.com). It's free to listen, and you can upload your own creations, too.

**23** You've probably heard of YouTube, but cast your eye over [www.vimeo.com](http://www.vimeo.com) – it's a great source of incredibly high quality video content.

**24** Creative types who want to get an idea off the ground are increasingly turning to [www.kickstarter.com](http://www.kickstarter.com). Find something you like, and you can chip in towards it.

**25** Why stop at art or music? There are plenty of people out there making free games for you to enjoy. We always like to check out [www.tigsource.com](http://www.tigsource.com) for the latest and greatest. ■

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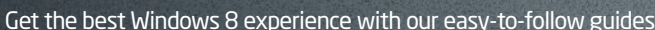
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- Ultimate tricks for Windows 8 newbies
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